



# Potomac Valley Conservation District

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

## **MINUTES OF MEETING December 5, 2019**

The monthly meeting of the Potomac Valley Conservation District was held on Thursday, December 5, 2019, at the Ponderosa Restaurant in Moorefield. The meeting was called to order at 7:15 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Doris Brackenrich, NRCS; Jeremy Salyer, Brian Farkas, Tanner McNeely, Nadene Jewell, WVCA; Dylan Kesner, WV DOF; Bethany Kesner, PVCD; Carolyn Hefner, PVCD Associate Supervisor; Lloyd Bowers, Pendleton County Resident; Jay Geary II and Lucas Geary, Grant County Residents.

**MINUTES:** The minutes of the November 6, 2019 meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by James W. See to dispense with the reading of the minutes of the November 6, 2019 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** The District Manager reviewed the treasury reports for the month of November 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 Ron Miller to approve the Co-Administered reports and General Fund reports and invoices paid within the month of November. Motion seconded by Dale Walker. 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 November. A motion was made by Kent Spencer and seconded by J.W. See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in November. Motion carried.

**CORRESPONDENCE - REQUEST FOR SUPPORT:** The Board reviewed requests from WVU Extension in Hampshire and Pendleton counties to support the winter ag education dinner meetings. This is a budget item in the amount of \$3,000. A motion was made by J.W. See and seconded by Dale Walker to support the requests in the amount of \$3,000.00, \$750 per county / meeting. Motion carried.

LETTER OF REQUEST (LOR) – Action was taken by motion of Frank Weese to approve and authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$2,387.00 for FY20 1<sup>st</sup> quarter district employee expense. Motion seconded by J.W. See. Motion carried.

HARDY COUNTY COMMISSION: The Board reviewed a letter from the Hardy County Commission requesting assistance with stream work on two sites in Hardy County – Gap Bridge and Hester’s Town Bridge. The request was forwarded to WVCA Watershed staff. Brian Farkas discussed the issue with the Board. Watershed staff working with the county – site visits being scheduled to determine what work is needed. Discussion on development of a 713U agreement for the project – will include all three parties. Similar agreements have been successful for projects in other conservation districts. PVCD will be kept up to date regarding the status.

INVOICE: The Board reviewed an invoice received from Vincent Excavating LLC in the amount of \$53,500.00 for work completed on the Patterson Creek O&M contract. WVCA has verified completion of the work. A motion was made by Gerald Sites and seconded by J.W. See to approve payment in the amount of \$53,500.00 to Vincent Excavating LLC for the Patterson Creek O&M Contract. Motion carried.

INVOICE: An invoice in the amount of \$2,500.00 was received from Tygarts Valley CD for debris removal completed on Patterson Creek Site #15. Currently waiting on WVCA verification of the work. A motion was made by J.W. See and seconded by Gerald Sites to approve payment in the amount of \$2,500.00 to TVCD for debris removal on PC#15, pending WVCA verification. Motion carried.

LETTER OF REQUEST (LOR): Discussion was held on the LOR for OM&R Supplemental funds – will be used for dam repair work. Action was taken by motion of J.W. See and seconded by Gerald Sites to approve and authorize the chair to sign and submit an LOR in the amount of \$470,000.00 for the OM&R State Supplemental Restricted. Motion carried.

CEC INVOICES: Discussion was held on the outstanding CEC invoices. PVCD still owes \$57,431.88 to CEC for engineering services. WVCA continues to work with NRCS in finalizing the reports; there are additional issues that need to be resolved. CEC has requested 50% payment of the remaining balance while waiting on the final reports. WVCA Watershed staff is in agreement and concurs with the payment. A motion was made by Kent Spencer and seconded by J.W. See to approve payment in the amount of \$28,715.94 to CEC (50% of outstanding balance). Motion carried.

INVOICES: The Board reviewed invoices received from Tygarts Valley CD for o&m work completed on Lost River Sites #10 (\$5,000) and #27 (\$6,400). WVCA Watershed staff have verified completion of the work. A motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$11,400.00 to Tygarts Valley CD for o&M work completed on the Lost River dams. Motion carried. TVCD will submit an invoice for Lost River Site #4 when the work is complete.

PATTERSON CREEK SITE #50: Discussion was held regarding fence repair work needed on Patterson Creek Site #50. WVCA Watershed staff prepared a summary of the work with photos for the Board to review. Jeremy discussed the work and the estimate provided by WVCA – all were in agreement with the estimate. The Board was asked how to address the fence repair work. Following some discussion, a motion was made by J.W. See to request WVCA to proceed with development of a contract for the fence repair work on PC#50. Motion seconded by Gerald Sites. Motion carried.

PATTERSON CREEK SITE #49: WVCA Watershed staff provided information on the landowner request to fill the pool (dry dam) on Patterson Creek Site #49. Jeremy reviewed the information with the Board – requested supervisors to read through it and provide comments / concerns on the issue. Consider what issues could become problems in the future if the dam is filled. Discussion was held on roles of project sponsors – all should be involved. Request to put on future meeting agenda for discussion – February 2020. No action taken at this time.

WATERSHED FUNDS: Discussion was held regarding the watershed funds originally received for the Lost River Site #16 project. PVCD has numerous watershed issues that need to be addressed – 73 dams within the District. Several dams are on the list for rehabilitation in near future. Others have repairs and additional work to be completed. A suggestion was made to hold a special meeting to discuss local watershed issues and develop a plan for the use of the funds. PVCD will need to include project sponsors and legislators as the plan is developed. Supervisors requested assistance from WVCA Watershed staff in identifying the issues. Brian Farkas indicated WVCA staff will be available to assist the District. District representatives should meet with WV State Conservation Committee in January to review the plan for the funds. Supervisors also need to attend Ag Day in January to discuss with legislators. All were in agreement the funds need to remain within the PVCD to address local watershed issues. The Board agreed to have a special Board meeting on 12/11/19 @ 7 pm at the UDSA Service Center in Moorefield to discuss and identify watershed issues / concerns. (Back up date for the meeting will be 12/12/19 @ 7 pm) Nadene will confirm meeting location and post the notice tomorrow.

DISTRICT / EMPLOYEE POLICIES: The Personnel and Safety committee reviewed the PVCD District / Employee policies and no changes were noted. A motion was made by J.W. See to continue operation under the current policies – no changes at this time. Motion seconded by Dale Walker. Motion carried.

NEW OFFICE ASSISTANT: Bethany Kesner was introduced to the Board. She is the new office assistant in the District office. She was hired in November to replace Renee Herbaugh, after her retirement. Bethany indicated she was very happy for the opportunity to work for the District and is looking forward to meeting everyone. Supervisors welcomed her aboard.

NEWSLETTER: Tanner McNeely, conservation technician in Moorefield, presented the draft PVCD newsletter to the Board for review. Distributing the winter issue early this year, to be able to include the Frost Seeding sign ups. A motion was made by JW See and seconded by George Leatherman to approve the newsletter and proceed with printing / mailing – to be paid through Chesapeake Bay Outreach. Motion carried.

STATE AG FIELD DAY: Discussion was held regarding a statewide Ag Field Day to be held in spring / summer 2020. PVCD Conservation Farmer, Lukas and Gabby newcomer have been asked to host the event. No date has been confirmed, but plans are in the works. It was also suggested to invite the Newcomers to attend Ag Day on 1/31/19 and be recognized by the legislators. Put on January agenda for discussion / action.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- FARM RECORD BOOKS: Discussion was held regarding the purchase of farm record books to distribute to producers. The cost of the books is \$7.00 each / or \$5.50 each with personalization (must order 100). Following the discussion, a motion was made by J.W. See and seconded by Gerald Sites to order 100 of the farm record books (\$5.50 each + \$75 printing fee). Motion carried. Will place order right away in order to have by the first of the year.
- COMPUTER EQUIPMENT: New computer equipment has been received for the office assistant. Discussion was held regarding disposal of the old equipment – printer does not work and laptop is outdated (over 10 years old). Motion was made by JW See and seconded by Frank Weese to dispose of the old computer equipment as needed. Motion carried.
- AG DAY: Reminder of Ag Day at the Capitol on 1/31/20 – Supervisors encouraged to attend legislative breakfast. District banners to be displayed – PVCD banner given to Jeremy today.
- AUDIT: Suttle & Stalnaker are in the process of finalizing the FY2018-19 audit report – should have for January 8, 2020 meeting.

EQUIPMENT RENTAL: Bruce Alt rented the litter spreader in November, as approved by Board on 11/6/19. Photos were provided of the spreader when picked up after use – not clean and he spread lime with it, in addition to the litter, chain was also loose. Following some discussion, the group was in agreement by motion of Ron Miller to charge Mr. Alt the \$50 cleaning fee in addition to his usage and not to rent equipment to him in the future. Motion seconded by Brian Dayton. Motion carried.

MOWING RATES: Discussion was held on billing rates for mowing and other work completed by the crew. Supervisors requested the issue be put on January agenda for additional discussion / action.

AG ENHANCEMENT: Reminder of State Ag Enhancement Committee meeting to be held on 12/10/19 at 10 am at the Elk Conservation District office near Flatwoods. PVCD should have a representative at the meeting – George Leatherman is the AgEP rep for PVCD. Also, video / phone option available if unable to attend in person. Can participate at PVCD office.

FROST SEEDING: Frost Seeding applications are being accepted by PVCD / WVCA offices. Sign up period is 12/2/19 – 1/24/20 – must have soil test results and farm map to sign up. Applications are available on District web page in addition to the PVCD office in Romney and the WVCA field office in Moorefield.

AG ENHANCEMENT: The following payments were presented for review and approval by the Board:

WATER HAULING TANKS – Payment: *Paige Alexander 1 tank \$ 147.50 CS*

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the water hauling tank payment in the amount of \$147.50. Motion carried.

COVER CROP - Payments: *Kenneth Harper 14.78 acres \$739.00 CS; Roscoe Ours 50 acres \$2,500 CS; Kelly Williams 50 acres \$ 2,060.00 CS; Bill Martin 60.4 acres \$2,957.00 CS; Jim Martin 59 acres \$2,360.00 CS*

LIME – Payments: *Chad Combs 86.04 tons \$ 1,183.05 CS; Dawn White 26 tons \$ 520.00 CS; Bennett Roderick 21.38 tons \$427.60 CS; Flying W Farms 108.40 tons \$ 2,168.00 CS*

HUAP Concrete Pads – Payment: *Cody Malcolm 2 pads \$4,716.00 CS*

HAY ESTABLISHMENT – Payments: *Jennings Pyles 17.28 acres \$2,160.00 CS*

A motion was made by Gerald Sites and seconded by Dale Walker to approve all AgEP payments as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report.

WVACD Watershed Resources Committee meeting originally scheduled for 12/12/19 has been cancelled – no rescheduled date confirmed yet.

NRCS: Doris Brackenrich provided a monthly report. She also indicated that Pam Lupton’s husband had eye surgery – keep in prayers.

WVCA: Tanner McNeely – reported the newsletter will be mailed and should be received within 2 weeks.

WV DIVISION OF FORESTRY: Dylan Kesner in attendance.

LANDOWNER REPORT: Pendleton County resident Lloyd Bowers reported on flooding concern over site on North Mill Creek – requested assistance. A site visit has been conducted – he needs to submit paperwork. No action by Board at this time.

STREAM EROSION IN GRANT COUNTY: George Leatherman & Gerald Sites reported they made a site visit to Mullenax Farm / Geary property in Grant County. Major stream erosion occurring on the property – provided photos and map of the site. Gerald Sites indicated rip rap is needed on the site. Doris Brackenrich reported that NRCS has also been involved. Site visits have been made – no easy answer – needs major engineering design. NRCS does not do rip rap anymore. Gerald Sites indicated that assistance is needed on the site – property being eroded. Information given to WVCA for review.

Reminder of the following dates:

- State Ag Enhancement Committee meeting 12/10/19 @ 10 am at WVACD office in Flatwoods
- PVCD Special Board Meeting 12/11/19 @ 7 pm
- January Board meeting – second Wednesday – January 8, 2020 @ 7 pm in Moorefield
- Ag Day @ the Capitol 1/31/20 – Supervisors encouraged to attend Legislative breakfast

There being no further business, the meeting adjourned by motion of Dale Walker at 8:43 pm. Motion seconded by Frank Weese. Motion carried. The next regular meeting will be on **Wednesday, January 8, 2020 beginning at 7:00 pm at the USDA Service Center in Moorefield.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date