



Potomac Valley Conservation District

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MINUTES OF MEETING February 5, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 5, 2020, at the USDA Service Center in Moorefield. 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, George Leatherman, Brian Dayton and Dale Walker

OTHERS: Doris Brackenrich, Rebecca Royal, NRCS; Jeremy Salyer, Ed Martin, Cindy Shreve, Tanner McNeely, Nadene Jewell, WVCA; Jim Bowen, Todd Carnell WV DOF; Candice Delong, WVU Extension; Tony Walker, PVCD; Carolyn Hefner, PVCD Associate Supervisors; Lukas Newcomer, Mineral County Resident (Conservation Farmer); Shane & Jenna Roeder, Hampshire County Residents; Bruce Alt and Lloyd Bowers, Pendleton County Residents.

MINUTES: The minutes of the January 8, 2020 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Dale Walker to dispense with the reading of the minutes of the January 8, 2020 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, John Hicks reviewed the treasury reports for the month of January 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 to approve the Co-Administered reports and General Fund reports and invoices paid within the month of January. Motion seconded by J.W. See. Motion carried.

FINANCE COMMITTEE MEETING: The Board scheduled a finance committee meeting on 2/18/20 at 9:00 am at the District office in Romney to prepare a budget for the FY21 CDO Grant.

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

INVOICE: The Board reviewed an invoice received from CEC in the amount of \$5,246.50 for engineering services completed on South Fork Site #5. The invoice was forwarded to WVCA Watershed staff for

review and verification. Following some discussion, a motion was made by John Hicks and seconded by J.W. See to approve payment of the invoice in the amount of \$5,246.50 to CEC, pending WVCA verification. Motion carried

ENGINEERING SERVICES AGREEMENT: Potesta & Associates provided PVCD with a Master Service Agreement for Engineering Services. The agreement was presented to the Board for review and approval. Much discussion was held regarding the agreement and being assured the District is covered. Jeremy Salyer indicated that other Districts have had an attorney review the agreement and draft an addendum to ensure they are covered. A copy of the addendum prepared by Northern Panhandle CD's attorney was reviewed by the Board. NPCD also has Potesta & Associates as their engineering firm. Following review of the document and discussion, all were in agreement to draft a similar addendum and attach it to the Master Services Agreement presented by Potesta & Associates. A motion was made by John Hicks to prepare the addendum and attach it to the master services agreement and authorize the chair to sign both documents and return to Potesta & Associates. Motion seconded by J.W. See. Motion carried.

CENTURY FARM APPLICATION: The District received an application for the Century Farm Program from David Parker Farms in Hampshire County. A copy of the application was reviewed by the Board. A motion was made by J.W. See and seconded by Brian Dayton to approve the application from David Parker Farms for the Century Farm Program. Motion carried.

INVOICE: The Board reviewed an invoice from Tygarts Valley CD in the amount of \$9,900.00 for o&m work completed on Lost River Site #4. Ed Martin indicated the work is complete and looks good. He will provide verification for the work. A motion was made by J.W. See and seconded by George Leatherman to approve payment in the amount of \$9,900.00 to TVCD for o&m work on Lost River Site #4, pending WVCA verification. Motion carried.

INVOICE: THE Board reviewed an invoice in the amount of \$5,975.00 from JDM Excavating & Construction for work completed on the Patterson Creek Site #50 fence repair contract. Ed Martin indicated the work is complete and will be verified by WVCA. A motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$5,975.00 to JDM Excavating & Construction for the PC#50 fence repair contract, pending WVCA verification. Motion carried.

INVOICE: The Board reviewed a request for sponsorship from the WVU Soil Judging Team. Following some discussion, a motion was made by J.W. See and seconded by Dale Walker to approve sponsorship in the amount of \$250.00 from conservation education funds, for the WVU Soils Judging Team. Motion carried.

O&M SPONSORSHIP MEETINGS: Discussion was held regarding the meetings with local sponsors to discuss FY21 o&m sponsorship. Ed Martin indicated he will prepare information for the meetings. PVCD staff should schedule the meetings with local sponsors and notify Ed Martin of the dates / times.

PATTERSON CREEK SITE #50: Ed Martin discussed the landowner request to install an access road to his property – this would be a secondary exit needed in case of high water. The information was reviewed by the Board. Ed indicated the information needs to be reviewed by partnering agencies (NRCS & DEP)

before final decision is made. Board in agreement for WVCA to forward information to agencies for review. PVCD is easement holder – will have final decision on the request.

PATTERSON CREEK SITE #49: Ed Martin addressed the landowner request to fill the dry dam (PC #49). Issue discussed at past meetings – supervisors asked to bring comments / concerns for discussion. Ed reviewed the situation and the information / that has been addressed with the landowner. Input must also be received from partner agencies NRCS, DEP & WVCA. Board requested the information be forwarded to the partner agencies for comment and brought back in March for further discussion.

2020 O&M SEASON: Discussion was held regarding the 2020 O&M Season. Does PVCD wish to contract work or have local crew complete o&m work? Discussion was held on the issue. John Hicks addressed the need to advertise for crew members sooner than last year – to begin work May 1. Need to confirm if employees from last season plan to return this year. Ed inquired how many dams does PVCD want to complete? How many to contract? TVCD also available to complete work as needed. Ed Martin addressed work to be completed on South Fork sites #11 & # 13. Following discussion, the Board was in agreement for Ed Martin to obtain a quote from TVCD for the work on South Fork sites # 11 and #13.

PATTERSON CREEK SITE # 2: Ed Martin addressed the need to complete the culvert replacement on Patterson Creek Site #2. Board in agreement for PVCD crew to complete. Ed to provide work order for this project.

LOST RIVER: Ron Miller addressed the need to mow / clear area on Lost River Site #4. Work can be done now – Ron will work with Tony and Adam to complete work in near future.

POSTER / PHOTO CONTESTS: Tanner McNeilly addressed the Board regarding the poster / photo contests. He has been in contact with local schools. Poster theme: “Where would we BEE without Pollinators?” Inquired about prizes. Board in favor of monetary prizes – will be provided to schools for distribution. 1st \$25.00 / 2nd \$20.00 / 3rd \$15.00 for each age category. Photo Contest: 4 categories – 1st \$20.00 / 2nd \$15.00 / 3rd \$10.00 per category. Prizes will be provided to WVU Extension offices for distribution. Tanner will follow up with schools and distribute contest information. The deadline for both contests is 5/22/20 – entries to be judging by Board at June 3, 2020 meeting.

EQUIPMENT COMMITTEE: Ron Miller reported the equipment committee met earlier to discuss the purchase of a new district truck. He reviewed the committee recommendations and the Board was in agreement to proceed with the purchase of a new truck, A motion was made by Kent Spencer and seconded by Brian Dayton to approve the equipment committee recommendations and authorize Ron Miller to proceed with the purchase of a new truck. Motion carried.

SUPERVISOR REPORTS – AG DINNER MEETING SPONSORSHIP: John Hicks addressed PVCD support for winter ag dinner meetings. The District has provided \$750 per meeting / county for the past several years. Hicks requested an increase in the amount of sponsorship to \$1,000.00 per meeting. This would be a total of \$4,000 in sponsorship provided by PVCD. The Board was in agreement. A motion was made by John Hicks and seconded by J.W. See to approve an increase to \$1,000.00 per meeting for sponsorship of the winter ag dinner meetings. The PVCD finance committee to revise budget to include this amount. Motion carried.

GARDEN PROJECT AT SLANESVILLE SCHOOL: Candice Delong, WVU Extension agent in Hampshire County was in attendance and addressed the Garden Project at Slanesville Elementary School. John Hicks indicated that PVCD provided support for construction of the garden through a WVACD grant several years ago. Candice reported the local Master Gardeners were utilizing the garden area; however, they have been unable to maintain without a water source. Several ideas were presented for the installation of a water source – pavilion with rain collection barrels. She requested assistance / suggestions from the Board. Following some discussion, the Board was in favor of support for the project. Candice will follow up with the Board as the project develops.

AG DAY: Several PVCD supervisors attended Ag Day at the Capitol on 1/31/20. Lukas and Gabby Newcomer, Noble Farms – 2019 Conservation Farm of the Year also attended and were recognized by the WV House of Representatives and WV Senate. Lukas also spoke to the group during the legislative breakfast. They indicated it was the highest attended breakfast since they began hosting it.

MOBILE POULTRY PROCESSING TRAILER: Lukas Newcomer addressed the Board regarding the use of mobile poultry processing trailers by local farmers. The trailers are located in the Charleston area and are available for small producers to utilize for poultry processing. He inquired if PVCD would be willing to house a trailer and oversee the usage by local producers. He explained the process and indicated there is a need in the local area. Lukas has also been in contact with representatives from Potomac State College (PSC) and they are also interested in the trailer. Following the discussion, supervisors voiced concern over the trailer being housed at the shop with other poultry rental equipment – crusters & spreaders. This could pose a bio security issue. The Board suggested pursuing the issue with PSC.

STATE AG FIELD DAY: Discussion was held regarding the proposed state grassland field day on the Newcomer farm. Several dates have been suggested by state representatives. The Board asked Lukas which dates would be best for him. He indicated July 11 or 18, 2020 have been suggested – either will work for him. PVCD supervisors need to work with state representatives in planning the event. J.W. See, Ron Miller and Kent Spencer volunteered to serve on committee for the field day. Should plan a meeting in the future to discuss arrangements for the event.

LOCAL WORK GROUP: The Local Work Group will need to meet soon to begin development of proposals for the upcoming year. Discussion was held regarding dates for the meeting. Following the discussion, the date of 2/20/20 @ 9 am was agreed on with 3/9/20 as the backup / snow date. Doris Brackenrich will confirm the date / time and send out notices for the meeting.

WATERSHED FUNDS: Discussion was held by the Board regarding the need to retitle the Lost River Site #16 funding account. All were in agreement to retitle the funds. A motion was made by J.W. See and seconded by Ron Miller to retitle the Lost River Site #16 program account to “Watershed Project Funds”. Motion carried. The request will be sent to WVCA to make the change in SAGE. The funds will remain in the same bank account. Discussion was also held regarding the interest accrued on the funds. Board in agreement to move the interest to the General Fund. A motion was made by Kent Spencer and seconded by Dale Walker to approve the transfer of interest from the Lost River Site #16 funds to the General Fund. Motion carried. The Finance committee will finalize the allocation of watershed project funds and the transfer of interest to the District General Fund. Treasurer, John Hicks to oversee the transfer of the interest.

STATE COMMITTEE MEETING: Ron Miller reported that Charlotte, Carolyn and himself attended the State Conservation Committee meeting on 1/14/20 in Charleston. They addressed the group regarding the use of Lost River Site #16 funds for local watershed issues. He indicated that Charlotte did a great job presenting the information and was pleased that the committee approved the funding proposal.

DISTRICT PERSONNEL REPORT: The District Personnel Report for FY20-21 was provided for review & approval. A motion was made by J.W. See and seconded by Kent Spencer to approve the PVCD Personnel Report for FY20-21, authorize the chair to sign and submit to WVCA. Motion carried.

SOIL TUNNEL TRAILER: Tanner McNeilly reported that the Soil Tunnel Trailer has been engaged for use at the STEM Festival at Potomac State College on 3/28/20. He requested \$520 (from Chesapeake Bay outreach) for the soil tunnel trailer at the STEM Festival. A motion was made by J.W. See and seconded by Kent Spencer to approve \$520 from Chesapeake Bay outreach funds for the soil tunnel trailer. Motion carried.

ENVIROTHON TRAINING: Tanner McNeilly reported on the Envirothon Training being held on 3/27/20 (9-3 pm) at the Newcomer Farm near Burlington. He requested District support for lunch, approximately \$200. A motion was made by J.W. See and seconded by Kent Spencer to approve up to \$200 for lunch during the Envirothon Training on 3/27/20. Motion carried.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- GSA mileage rate change for 2020 - .57 ½ cents per mile.
- Tree Seedling Sale under way – accepting orders through 3/20/20. Tree pick up on 4/10/20. Second tree pickup location in Petersburg.
- Ag dinner meeting reminder – schedule provided last month.
- Change of April Board meeting date due to WVCA training for District Managers on 3/31 – 4/1. Board in agreement to change April meeting date to 3/25/20.

PVCD: Tony Walker reported on the following:

- Replacement of bearings on crusters
- Need to repair billion seeders – discussion on parts
- Spreader repaired
- Rental equipment – crusters continue to be rented – spreaders on hold until 3/1

AG ENHANCEMENT: Cindy Shreve reported on the Ag Enhancement Committee recommendations – sign up for fence / water practice 2/10/20 – 2/28/20. Applications available at PVCD and WVCA offices. A motion was made by J.W. See and seconded by Kent Spencer to approve the recommendation to proceed with the fence / water practice sign up on 2/10/20 through 2/28/20. Funds available through Chesapeake Bay program. Motion carried.

AG ENHANCEMENT: The following new applications were presented for Board approval:

FROST SEEDING – Applications: *Steven Martin 20 acres \$200 CS; Dan Lahman 70 ac \$700 CS; Dennis Rogers 49 ac \$490 CS; Jane Ruddle 28.2 ac \$282 CS; Isaiah Smith 75 ac \$750 CS; Charles Armentrout 75 ac \$750 CS; Fairview Farms 34 ac \$340 CS; Doug Crites 75 ac \$750 CS; Brent Titus 50 ac \$500 CS; Trista*

See 26.53 ac \$265.30 CS; James W. See 75 ac \$750 CS; Leroy Sions 75 ac \$750 CS; Tom Simmons 75 ac \$750 CS; Bruce Hyre 75 ac \$750 CS; Brad Heavener 7.8 ac \$78 CS; Eric Hudgins 75 ac \$750 CS; Stephan Cremann 75 ac \$750 CS; Smith Farms 75 ac \$750 CS; Michael Taylor 75 ac \$750 CS; ** James W See III 75 ac \$750 CS; Steve Heavner 12.1 ac \$121 CS; Frank Mulford 40 ac \$400 CS; Paige Alexander 75 ac \$750 CS; Roger Lewis 58 ac \$580 CS; Glen Mathias 75 ac \$750 CS; William Taylor 75 ac \$750 CS; W.C. Taylor 75 ac \$750 CS; Bill Martin 75 ac \$750 CS; ** Gerald Sites 75 ac \$750 CS; Nathan Beachler 38 ac \$380 CS; Danny Miller 75 ac \$750 CS; ** Charlotte Hoover 22.73 ac \$227.30 CS; Lowell Hedrick 21.4 ac \$214 CS; Mike Teets 75 ac \$750 CS; Matt Teets 75 ac \$750 CS.

A motion was made by Kent Spencer and seconded by Brian Dayton to approve the Frost Seeding applications as presented to the Board. Motion carried.

Jeremy Salyer indicated WVCA approval of PVCD supervisor Frost Seeding applications: James W. See III 75 acres \$750 CS; Gerald Sites 75 acres \$750 CS; and Charlotte Hoover 22.73 acres \$ 227.30 CS.

LIME – Payments: *Rebecca Ours Ketterman \$ 621.36 CS; Isaiah Smith \$2,953.20 CS; Junior Alkire \$247.20 CS; Travis Hinkle \$3,338.00 CS*

LITTER TRANSFER – Payments: *Gary Hedrick 95.07 tons \$ 950.70 CS; Scott Rightsell 250 tons \$ 2,500 CS*

A motion was made by Ron Miller and seconded by Kent Spencer to approve the Ag EP payments as presented to the Board. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Conservation Farm Tour reminder – must have name of District Farm winner to WVCA by 5/31
- Legislative Recognition of Conservation Farm of the Year at Ag Day
- WVACD Quarterly Meeting at Cross Lanes in April 2020

MOU WITH TVCD: Ed Martin indicated the MOU with Tygarts Valley CD must be renewed. Need to put on March meeting agenda for action.

WVCA: Ed Martin reported on email received from DOH requesting information from WVCA on dams within New Creek area that could be impacted by proposed 220 By-pass in Mineral County. In reviewing the information, the project does impact 5 dams in New Creek. Will keep Board updated in issue.

NRCS: Becky Royal in attendance – reported on the following:

- Farm Bill not finalized
- Accepting applications
- CREP contracts / visits
- Support of poultry processing trailer
- Request for high tunnel at Potomac State College
- Proposed dates for local work group and state grassland field day

LOST RIVER SITE #4 ACCESS: Supervisors inquired if the concerns over the access ramp on Lost River Site #4 have been addressed? Need to install a barrier at entrance of ramp – public access. Safety concern by the Board. Brian Farkas indicated last month that he would discuss with DNR. Jeremy to ask Brian.

NRCS: Doris Brackenrich presented the monthly report and reviewed with the Board.

- Meeting held on 1/15/20 with Nature Conservancy
- Wetland violation in Hardy County
- Streambank restoration in North Fork area
- Software update

WVDOF: Jim Bowen reported on tree planting on power line areas from Mt. Storm.

WVDOF: Todd Carnell is new Chesapeake Bay Forester – Romney / Inwood areas.

PUBLIC COMMENT: Lloyd Bowers, landowner in Pendleton County reported that WVCA staff made a site visit to inspect streambank erosion on property in Pendleton County. Survey of the area to be conducted. Appreciate the visit – need to address in future.

SCHOLARSHIPS: Ron Miller reported on the WVACD scholarships – deadline is March 1. Need to submit directly to WVACD office in Flatwoods. Requested information be sent to high schools with reminder of the deadline.

Reminder of the following dates:

- Finance Committee meeting – 2/18/20 @ 9 am Romney office / teleconference
- PVCD Local Work Group meeting – 2/20/20 @ 9 am / 3/9/20 backup date

There being no further business, the meeting adjourned by motion of J.W. See at 9:00 pm. Motion seconded by Kent Spencer. Motion carried. The next regular meeting will be on Wednesday, March 4, 2020 beginning at 7:00 pm at the USDA Service Center in Moorefield.

Chairperson

Secretary

Date