



# Potomac Valley Conservation District

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Romney, West Virginia 26757-1836  
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## **MINUTES OF MEETING**

### **Teleconference**

**May 6, 2020**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 6, 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, Gerald Sites, Frank Weese and Dale Walker

**OTHERS:** Doris Brackenrich, Christi Hicks, NRCS; Jeremy Salyer, Ed Martin, Ben Heavner, Cindy Shreve, Nadene Jewell, WVCA; Tony Walker, PVCD

**MINUTES:** The minutes of the April 1, 2020 meeting were presented for review and approval. A motion was made by Ron Miller and seconded by John Hicks to dispense with the reading of the minutes of the April 1, 2020 meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** John Hicks reviewed the treasury reports for the months of March and April 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 March and April and the invoices paid within both months. 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 April. 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 April. Motion carried.

**CD RENEWAL:** John Hicks reported the certificate of deposit with Summit will mature on 5/17/20. He indicated the rates are much lower now. Following some discussion, a motion was made by Ron Miller and seconded by J.W. See to delegate authority to John Hicks to identify the best rate and term available and reinvest the certificate of deposit for \$50,000. Motion carried.

FINANCE COMMITTEE MEETING: The Finance Committee will need to meet in May to prepare the District budget for FY21. The meeting will be held on Tuesday, 5/20/20 at 10 am and will be available by teleconference. Nadene will schedule and send notices to committee members.

CORRESPONDENCE: Ron Miller and Tony Walker reported on repairs made to the 4-Ton Lime Spreader. An invoice in the amount of \$300 was presented for approval to pay. A motion was made by Gerald Sites to approve payment in the amount of \$300 to Hinkle for repair of the lime spreader. Motion seconded by Frank Weese. Motion carried.

INVOICES: Cindy Shreve reviewed two invoices for Trout Unlimited projects with the Board. The first was for the Wright project in the amount of \$5,000 and the second was for the Branch Mt. Hunt Club in the amount of \$25,883.20. The invoices will be paid through Chesapeake Bay Project funds. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment of both invoices \$5,000 and \$25,883.20 with Chesapeake Bay funds. Motion carried.

LOR: Board action was taken by motion of J.W. See to authorize the chairperson to sign and submit an LOR in the amount of \$25,883.20 for Chesapeake Bay BMP Implementation. Motion seconded by Gerald Sites. Motion carried.

COMPOST REGISTRATION RENEWAL: The Board reviewed the soil amendment (compost) registration renewal notice from WVDA. The annual renewal fee is \$75. A motion was made by J.W. See and seconded by Brian Dayton to approve the soil amendment registration renewal and payment of the \$75 fee. Motion carried.

FOIA REQUEST: PVCD received a Freedom of Information Act request from the attorney's office of Bowles Rice from Martinsburg. The request was for any information related to Steven J. Swingle and / or Kara G. Swingle. Research of the District records was conducted, and no information was located on either individual. As required, a response was made to the attorney within 5 days indicating no information was found. Also, as required the request has been documented in the WV Secretary of State's FOIA database.

REGION 8 REAPPOINTMENT: PVCD received a notice from the Region 8 Solid Waste Authority regarding the term expiration of the District's appointee on the Authority Board. Bill Deadrick's term will expire on June 30, 2020. As expressed by the authority, Mr. Deadrick is willing to serve another term, if desired by the District. Following the discussion, a motion was made by Gerald Sites and seconded by Ron Miller to reappointment William Deadrick to serve another term, ending June 30, 2024, on the Region 8 Solid Waste Authority. Motion carried. Documentation indicated the reappointment will be sent to the Region 8 Director.

WORKERS COMPENSATION POLICY: PVCD received a notice last week that Brickstreet will not renew the District's Workers' Compensation policy at the end of the term, 6/30/20. The District will need to seek coverage through another carrier, will be identified as high risk and have higher premium. A motion was made by J.W. See and seconded by Ron Miller to approve seeking coverage through another carrier – for high risk with increased premium. Motion carried. The District Manager will contact the local insurance agent and begin the process to identify coverage before July 1.

PATTERSON CREEK SITE #50: Ed Martin addressed the request from the landowner to construct an access road on property adjacent to the dam. NRCS in process of reviewing information. Discussion held on the issue. Request to be placed on June agenda.

PATTERSON CREEK SITE #49: Ed Martin addressed the information distributed to supervisors regarding the landowner request to fill the dry dam. Have discussed this issue during past several meetings. The easement does allow the landowner to have authority over use of the gate / within the guidelines. Several questions were addressed – Life span of dam / 50 years? Agreement with landowner if gate is closed / Process – checklist to be completed before dam can be filled. The Board agreed that an on-site meeting should be held before a final decision is made on the issue. Should also have attorney review the easement prior to the decision. Will attempt to schedule the on-site meeting in near future – must be within Covid19 guidelines. Put issue on June agenda.

NORTH/SOUTH MILL CREEK SITES #16: Ed Martin reported that a request was received from the landowner, Mark Roth on N/S Mill Creek Sites #16 to fill the dry dam. The easement on this site has been reviewed and it gives authority to PVCD regarding status of the dam. Following discussion, the Board agreed a site visit should be conducted before a decision is made on the request. A motion was made by Ron Miller and seconded by Gerald Sites to table the issue until the June meeting. Place on June agenda. Motion carried.

PATTERSON CREEK SITE #3: Ed Martin reported on the cattle guard issue on Patterson Creek Site #3. Board requested the issue to be reviewed by the attorney – has not been completed yet. All in agreement to place on June agenda.

PATTERSON CREEK SITES #14 AND # 27: Ed Martin reported on future updates for these dams – small rehab projects – will be conducted through state / not federal projects. Will identify work needed on the sites and bring them up to date. PC#27 is Larenim Park -owned by Mineral County. PC#14 has county road through the spillway. Patterson Creek Site #47 is also being considered for work. WVCA will keep the Board updated.

EMERGENCY ACTION PLANS / STATEMENTS OF REVIEW: The Board reviewed the emergency action plans / statements of review for North / South Mill Creek, Lunice Creek and South Fork – Pendleton County. Following review, a motion was made by Ron Miller and seconded by Brian Dayton to approve and authorize the chairperson to sign and submit the Emergency Action Plans / Statements of Review for N/S Mill Creek, Lunice Creek and South Fork in Pendleton County. Motion carried.

PATTERSON CREEK SITE #4: Information was sent to PVCD by NRCS regarding a landowner's request for culvert replacement on PC#4. Ed Martin reported the issue was addressed at the March meeting and the Board approved to replace one of the three culverts on the site. The culvert in the spillway area has been replaced – the work has been completed. No further action taken.

PENDLETON COUNTY DOH: Doris Brackenrich reported DOH in Pendleton County requested for the gate to be closed for road work. Ed Martin reported he talked with DOH regarding the issue.

PVCD MEETING SCHEDULE: Discussion was held regarding meeting times / possible day meetings, especially during winter months. Several voiced opinions on the issue, may consider. Should hold meetings in Moorefield – central location. Teleconferences also an option. Place on June agenda.

CONSERVATION FARM CONTEST: Jeremy Salyer reported the 2020 Conservation Farm Contest has been cancelled due to the Covid19 restrictions. Districts may recognize local farms, no state competition this year.

STATEWIDE CONSERVATION FIELD DAY: Discussion on the proposed statewide field day to be held on Newcomer farm. Unsure if WVACD still wants to hold this summer. Mr. Newcomer indicated he could host in July (if restrictions permit) but will not be able to host in the fall. Need to confirm with WVACD.

ENVIROTHON COMPETITION: PVCD received notice from the WV Envirothon committee that the revised competition has been cancelled. Since schools have been cancelled for the rest of this school year, not able to have students come together for the competition. Refunds have been sent to all Districts that provided team sponsorship. The committee will begin planning for the 2021 competition – to be held at Cacapon State Park in Morgan County.

RENTAL EQUIPMENT FLYER / DATABASE: Supervisors reviewed the draft flyer for District rental equipment. It will be informative for landowners with questions and promote the rental program. Also discussed the development of a computer database for the rental equipment – will enable better tracking of the equipment usage, billing and repairs. Appreciate the District Manager's work on these items, both will improve the rental equipment program.

NRCS GRANT: Discussion was held regarding the NRCS grant opportunity. Supervisors will need to complete the process – data entry and much reporting involved. Input received from other CDs. The Board was in agreement not to pursue. Following the discussion, a motion was made by J.W. See and seconded by Ron Miller not to move forward on this issue. Motion carried.

DISTRICT MANAGER REPORT: District Manager reported on the following items:

- Poster / Photo Contests – Received several inquiries for entry forms & contest information – deadline is May 22 – hope to receive entries in both contests.
- Telework Status – WVCA staff continue to telework – will have conference call later in week to decide when returning to normal schedule. Will keep Districts updated on status. District Manager is in the office one day a week to get the mail and process invoices / payments. Calls continue to be forwarded to cell phone – process has been working well.
- Drop Box – The suggestion was made to install a drop box at the District office for items to be submitted after hours and also to reduce in person contact at this time. Several options were presented – the size should accommodate large envelopes / file folders. Approximate cost is \$116 for the size needed. All agreed a drop box is good idea. Following some discussion, a motion was made by J.W. See and seconded by John Hicks to approve the purchase (up to \$200) and installation of a drop box at the District office. Motion carried.
- MATERIALS FOR CREW: Shirts and masks have been ordered for crew employees. It was also suggested to order hand sanitizer for the crew. A motion was made by John Hicks and seconded by J.W. See to approve the purchase of shirts, masks, gloves and sanitizer for the employees – including safety equipment, as needed. Motion carried.

TRUCK PURCHASE: Ron Miller reported on the purchase of a truck for the crew. One truck was located in mid-April that was being sold by an individual. However, it was sold before PVCD could finalize the sale. Another truck was located and purchased from a dealership in Virginia. Ron and Tony picked up the truck in April. Tony reported its running well and does a great job pulling the equipment. Ron also reported that floor mats need to be ordered – weather tech style (\$200) and a hitch needs to be installed in the bed (\$520 hitch / \$220 installation). A motion was made by Gerald Sites and seconded by J.W. See to delegate authority to Ron Miller for the hitch installation and purchase of floor mats. Motion carried.

NEW EMPLOYEES: John Hicks reported that interviews were held on 4/15 – committee agreed to hire 3 new employees for the crew this year. Lawrence Davey, Caleb Atkinson and Garrett Haggerty. All three have passed the drug screening process and ready to begin work. Adam Riggleman will also continue working on the crew this year. Weather permitting, they should begin the week of May 18. Hicks also reported he will review and finalize the o&m work orders this week and send to WVCA.

Tygarts Valley CD work crew is also ready to begin o&m work in PVCD as soon as possible, hopefully the week of May 18.

O&M WORK 2020 SEASON: Discussion was held regarding o&m work to be completed this year by TVCD. A request was made to have a supervisor delegated to review and approve invoices, pending WVCA approval, in between monthly meetings. The Board agreed at least 2 supervisors should review / approve the invoices. Hicks, See and Miller volunteered to review and approve the invoices, pending WVCA verification of the work. A motion was made by John Hicks and seconded by J.W. See for two supervisors (Miller, Hicks and / or See) to be delegated authority to review and approve payment, pending WVCA verification, of o&m invoices for the 2020 season. Motion carried.

AG ENHANCEMENT: Ben Heavner requested an Ag Enhancement Committee meeting be scheduled before the June meeting to address the Budget and finalize practice guidelines and sign up schedule.

AG ENHANCEMENT FY21 AGREEMENT: Board action was taken by motion of John Hicks to approve the FY21 Ag Enhancement Agreement and authorize the chair to sign the agreement and submit to WVCA. Motion seconded by Ron Miller. Motion carried.

AG ENHANCEMENT: The following AgEP applications / invoices were submitted for approval:

Frost Seeding Payments: Fairview Farms – Peyton Umstot 34 acres \$340.00 CS

Litter Transfer Applications: *Steve Lambert 250 tons \$2,500 CS; Delray Wilkins 250 tons \$2,500 CS*

Litter Transfer Payments: *Michelle Ritchie 250 tons \$2,500.00 CS; Rock Evick 167.96 tons \$1,679.60 CS; James Coffman 130.09 tons \$1,300.90 CS, John Ruddle 250 tons \$2,500.00 CS; Roscoe Alexander 150 tons \$1,500 CS, Ben Wolfe 250 Tons \$2,500.00, Sandy Ours 211.93 tons \$2,119.30 CS*

Division Fence / Water Payments: *Robert Moran \$ 5,021.59 CS*

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the AgEP Frost Seeding, Litter Transfer and Division Fence payments and Litter Transfer applications. Motion carried.

Lime Payments: *Baker Farms 101.7 tons \$1,526.70 CS; John Pratt 120.25 tons \$1,333.57 CS; Jane Ruddle 39.53 tons \$711.54 CS; Tanner Farms 28 tons \$ 448.00 CS; \*\* James W. See III 45.13 tons \$891.31 CS*

A motion was made by John Hicks and seconded by Gerald Sites to approve the lime payments. Motion carried. \*\* James W. See III abstained from discussion and vote on this issue.

Hay Reseeding Payments: *William Richman 10 acres \$500.00 CS, \*\* Ron Miller 50 acres \$2,500 CS*

A motion was made by John Hicks and seconded by Gerald Sites to approve the Hay Reseeding payments. Motion carried. \*\*Ron Miller abstained from discussion and vote on this issue.

WVCA: Jeremy Salyer reported the WVACD Quarterly meeting to be held in July will not be held in the Eastern Panhandle – will probably be held in Flatwoods. Will confirm location in near future.

WVCA: Ben Heavner reported on the need for an Ag Enhancement committee meeting prior to June meeting. He also indicated the deadline for completion and to submit invoices for FY20 practices is May 29, 2020 by 4:00 pm.

NRCS: Christi Hicks reported on the following:

- Sign up deadlines / may be extended with current situation
- New software has slowed the process
- Practices installed

NRCS: Doris Brackenrich reported on the following:

- Minimal staff able to telework – challenge to staff office with social distancing restrictions
- New software – slowed the process
- CSP renewals
- EQIP – eligible applications
- WRP monitoring

Reminders:

- Finance Committee Meeting 5/20/20 @ 10 am
- Deadline for Poster / Photo Contest is 5/22/20

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:20 pm. Motion seconded by J.W. See. Motion carried. The next meeting will be held on Wednesday, June 3, 2020 beginning at 7:30 pm, by teleconference unless restrictions have changed.

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Chairperson

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Secretary

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Date