



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

July 1, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, July 1, 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, J.W. See, Kent Spencer, Brian Dayton, George Leatherman, Lois Carr and David Parker

OTHERS: Doris Brackenrich, Christi Hicks, NRCS; Ed Martin, Nadene Jewell, WVCA

MINUTES: The minutes of the June 3, 2020 meeting were presented for review and approval. A motion was made by J.W. See and seconded by George Leatherman to dispense with the reading of the minutes of the June 3, 2020 meeting and approve them as written and distributed. Motion carried.

The minutes of the June 11, 2020 special meeting was presented for review and approval. A motion was made by Kent Spencer and seconded by J.W. See to dispense with the reading of the minutes of the June 11, 2020 special meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the treasury reports for the month of June 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 Gerald Sites and seconded by Brian Dayton to approve the treasury reports for June and the invoices paid within 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 June. A motion was made by Gerald Sites and seconded by J.W. See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in June. Motion carried.

NEW ACCOUNT SIGNERS: Discussion was held on the need to name new signatories for the PVCD accounts. Current signers are John J. Hicks, James W. See III, George T. Leatherman III and Brian Dayton. A motion was made by J.W. See to add David R. Parker as a signer on the accounts, (he lives close to the office) and remove John J. Hicks from the accounts. Other signers will remain the same – a total of four signers on all of the accounts. Motion seconded by George Leatherman. Motion carried.

CORRESPONDENCE: O&M INVOICES – The Board reviewed invoices received from Tygarts Valley CD for work completed on the South Fork dams. To date, invoices that have been verified in June total \$54,250.00. Ed Martin reported on the work and indicated there are several sites still to be completed. A motion was made by Gerald Sites and seconded by George Leatherman to approve payment of verified invoices to Tygarts Valley CD. Motion carried.

CEC INVOICES: The District received an inquiry from CEC billing office regarding the status of the outstanding invoices. The total amount due is \$31,307.00. The request was forwarded to WVCA, Watershed Division for a status update. No response received to date. District Manager will continue to follow up with WVCA Watershed staff.

WVACD QUARTERLY MEETING: The Board reviewed the WVACD Summer Quarterly Meeting notice. The meeting will be held at Flatwoods on July 20 – 21, 2020. They have asked that supervisors planning to attend should notify them by July 12, 2020, to ensure a quorum will be in attendance. Information on the meeting was distributed to supervisors. The PVCD winning posters will need to be taken to the meeting for state judging.

NATIONAL POLLINATOR INFORMATION: Information on national pollinator week was distributed to supervisors.

LORs: Board action was taken by motion of Ron Miller to approve the following LORs (letters of request) for funds and authorize the chair to sign and submit to WVCA:

7/1 2020 1st Qrt \$42,469.00 CDO Operating \$19,000.00 / Supervisor Support \$ 23,469.00

10/1/2020 2nd Qrt \$23,398.00 CDO Operating \$ 6,634.00 / Supervisor Support \$ 16,764.00

1/1/2021 3rd Qrt \$23,397.00 CDO Operating \$ 6,633.00 / Supervisor Support \$ 16,764.00

4/1/2021 4th Qrt \$16,691.00 CDO Operating \$ 6,633.00 / Supervisor Support \$ 10,058.00

Motion seconded by J.W. See. Motion carried.

LOR: Board action was taken by motion of J.W. See to approve and authorize the chair to sign and submit an LOR for reimbursement of 3rd quarter employee expenses in the amount of \$2,376.00. Motion seconded by Brian Dayton. Motion carried.

PATTERSON CREEK SITE #49: Ed Martin reported on the site visit conducted on 6/15/20. All agreed that a legal document needs to be developed and it should include requirements and responsibilities of each party. Following some discussion, a motion was made by Ron Miller to move forward with the process once all requirements have been completed and approved. Motion seconded by George Leatherman. Motion carried. Ed Martin will notify the landowners that the District is has approved moving forward with the process and is drafting an agreement for signature.

PATTERSON CREEK SITE #3: The supervisors also inspected the cattle guards on Patterson Creek site #3. Discussion was held regarding the replacement of the guards. The Board agreed they just need to be cleaned out – not replaced at this time. Sediment has filled them in. Unsuccessful attempts have been made by supervisors to meet with Grant County DOH representatives to discuss the issue. Gerald Sites

offered to make contact and arrange a meeting. He and Frankie will work on the issue and report back to the Board.

N/S MILL CREEK SITE #16: The supervisors also visited this site on 6/15. The easement enables the Board to oversee the structure. The Board agreed the gate should remain open on this site – maintain the dry pool area. Ed indicated there may be other options if livestock water is a concern for the landowner. He can address with partner agencies. Board in agreement to send letter to the landowner. A motion was made by Ron Miller and seconded by Gerald Sites to send a letter to landowner (Mark Roth) indicating the Board is not in agreement to fill the dam. However, Board is willing to explore other options for livestock water if desired by the landowner. Motion carried. Ed Martin will assist in drafting the letter.

SOUTH FORK SITE #19: Ed Martin discussed recent heavy rain in the South Fork Site #19 area. The high water washed much debris into the pool and deposited it on the banks. TVCD agreed to remove the debris for an additional \$2,500. A motion was made by Gerald Sites and seconded by Ron Miller to approve TVCD to complete the additional debris removal work on SF #19 at the cost of \$2,500. Motion carried.

LOST RIVER O&M: Ed Martin inquired if the Board wants TVCD to complete the o&m work on the Lost River dams while they are still in the area. TVCD have submitted the following prices for the work: LR#4 \$9,900 (Much debris removal); LR#10 \$5,000 and LR#27 \$6,400. Following some discussion, a motion was made by Gerald Sites and seconded by Brian Dayton to approve Tygarts Valley CD completing the o&m work on the Lost River Dams at the prices provided. Motion carried.

PATTERSON CREEK O&M / CONTRACTING: Ed Martin inquired if PVCD crew will be completing O&M work on all Patterson Creek dams or should a contract be developed for the dams in the northern end of Mineral County. Ron Miller indicated the crew should be able to complete all of the work this season. Will make the final decision by the August 5 Board meeting.

NRCS GRANT: J.W. See reported that he spoke with Mark Fitzsimmons in the NPCD regarding the NRCS grant opportunity. He reviewed the guidelines for the grant and the need for supervisors to oversee it. Following the discussion, a motion was made by J.W. See not to pursue the NRCS grant this year, explore in the future. Motion seconded by George Leatherman. Motion carried.

PERSONNEL COMMITTEE: The Personnel Committee met prior to the Board meeting to discuss personnel issues. Ron Miller reviewed the committee recommendations. The equipment manager, Tony Walker has accepted another job. His last day was 6/26/20. Supervisors have talked with John Hicks regarding the possibility of assisting the District with rental equipment / o&m work. John is interested, but not full time. Willing to assist 2 -3 days per week, as needed. The committee discussed an hourly rate. All in agreement to make an offer to John Hicks. Also, use of the District truck to move the equipment and travel to the sites. A motion was made by Gerald Sites to approve the committee recommendations and offer the hourly position to John Hicks at the rate of \$18 per hour and enable use of the District truck as needed (may take home when needed). Motion seconded by J.W. See. Motion carried.

NEW SUPERVISORS: Charlotte welcomed the new PVCD supervisors. Lois Carr was elected in Pendleton County and David Parker was elected in Hampshire County. Both happy to be on board and looking forward to working with the District. The District Manager indicated that WVCA will be providing both with a supervisor's handbook and information in the near future.

HAMPSHIRE COUNTY FARMLAND PROTECTION APPOINTMENT: Discussion was held regarding the need to appoint a new representative on the Hampshire County Farmland Protection Board. David Parker was asked if he was willing to serve and he indicated yes. A motion was made by J.W. See and seconded by Gerald Sites to approve David Parker as the PVCD appointee to the Hampshire County Farmland Protection Board. Motion carried.

HARDY COUNTY FARMLAND PROTECTION APPOINTMENT: Discussion was held regarding the need to appoint a new representative on the Hardy County Farmland Protection Board. George Leatherman is willing to serve. A motion was made by J.W. See and seconded by Gerald Sites to appoint George Leatherman to the Hardy County Farmland Protection Board. Motion carried.

WVACD DIRECTORS: Discussion was held regarding the need to appoint the new PVCD Directors to the WV Association of Conservation Districts (WVACD). John Hicks and Ron Miller were the previous directors. Ron Miller is willing to continue to serve. Lois Carr is also willing to serve as a director on WVACD. A motion was made by J.W. See and seconded by Gerald Sites to appoint Ron Miller and Lois Carr as the PVCD Directors to the WVACD. Motion carried.

DISTRICT BANQUET: The Board discussed the 2020 District Banquet. It will be held in Hardy County this year. The suggestion was made to hold a picnic rather than a banquet. All were in agreement. Ron Miller offered to host at his farm. Will look at dates in September and let Board know when the date is confirmed. All in agreement.

BOARD MEETING RESCHEDULED: The District Manager indicated a conflict with the September 5 meeting date and requested it to be rescheduled. Following some discussion, a motion was made by J.W. See to reschedule the September meeting to Wednesday, August 26, 2020 – one week early. Motion seconded by George Leatherman. Motion carried.

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

- Telework status continues at this time – District Manager in the office 2 days per week
- Working with Suttle & Stalnaker to finalize date for FY20 audit
- District drop box installed at the Romney office. Heavier box purchased – lighter one given to WVACD office in Moorefield to be used for AgEP applications.
- Reminder WVACD Quarterly Meeting, July 20-21, @ Flatwoods – need to send posters

PVCD CREW REPORT: Ron Miller reported the crew is working very well. Currently working on dams in New Creek. Having problems with Steiner mower. Ron picked up last weekend and took to dealer in Harrisonburg. The loaner mower did not work either, so returned it. The crew does not feel safe on the current mower – keeps shutting off on the slopes. Need to replace it. Purchased last year for \$22,787.00. Should avoid Steiner – the Ventrac mowers have worked well on the dams. The cost of a new Ventrac is \$25,600. The dealer has offered a trade in of \$18,000 on the Steiner. Following the discussion, a motion was made by Gerald Sites and seconded by J.W. See to approve the trade in of the steiner and purchase of the new Ventrac mower – authorize Ron Miller to complete the transaction. Motion carried.

Ron Miller also added that Tony Walker has done a great job and will be missed. If new job does not work out, he is welcome back.

AG ENHANCEMENT: The following applications and payments were presented for approval:

Lime Applications: *Steve Bailes 11.47 ac 17.67 tons \$353.40 CS; Robert Woodson 47.77 ac 97.25 tons \$1,945.00 CS; Jason Hicks 7.33 ac 14.66 tons \$293.20 CS; Monte Fields (incomplete)*

Invasive Species Applications: *Eric Hartwig \$500 CS; Ben Heavner \$500 CS*

Hay Reseeding Application: *Jason Hicks 13 acres \$650.00 CS*

Hay Establishment Applications: *Timothy Goldizen 3.3 acres \$412.50 CS; Hollis Ours 5.8 acres \$725.00 CS*

A motion was made by Gerald Sites and seconded by Ron Miller to approve the AgEP applications as presented to the Board. Motion carried.

Litter Transfer Payments: *William Hunt 250 tons 500 CS; Jacob Griffin 195.71 tons \$1,957.10 CS*

A motion was made by Gerald Sites and seconded by George Leatherman to approve the Litter Transfer payments as presented to the Board. Motion carried.

NRCS: Doris Brackenrich was asked how many days until retirement – 21 days! She is retiring effective Aug 1, 2020. All wished her well – will be greatly missed.

NRCS: Christi Hicks reported on the following:

- Congratulations Doris on her upcoming retirement. Thank you for all of your hard work.
- Derrick Tettenburn began on 6/8 – new soil technician in Hampshire County – doing good job
- \$38k in payments made in June between Hampshire and Mineral counties
- Upcoming tour of the North Branch watershed with Trout Unlimited in July – supervisors invited
- Chief Lohr will tour PVCD on Friday, 7/24 – supervisors invited to attend. Visit Newcomer Farm and a watershed dam. Must stay below 25 participants with COVID 19 restrictions. Will provide additional tour information

NRCS: Doris Brackenrich reported on the following:

- Happy that the Chief is visiting PVCD area – will be able to attend since held in July
- Two offices moving to phase I – may increase number of employees in office – still closed to public. Reviewed additional phases (phase 3 will allow customers to meet in office by appt only).
- EQIP Contracts
- Process still slowed with new computer program – ahead of counter parts in VA
- Reflected on her years working in PVCD – began in 1980s. As of July, worked 23 years in Pendleton County. Always enjoyed working in PVCD – will miss everyone. Retiring with 37 years of service.

All congratulated Doris – will be greatly missed. Lois Carr thanked Doris for all of her hard work over the years. Ron Miller invited her to attend picnic this fall.

PVCD COMMITTEES: A list of the PVCD committees was provided for review. New supervisors should review and let Board know which committees they would like to serve on. Current supervisors should also review and decide on any changes. Bring back to August meeting.

NEWSLETTER: Nadene reported the summer issue of the PVCD newsletter was finalized and should be received in the mail by next week. AgEP information included – FY21 practice guidelines and applications have been posted to District web page for the public to download as needed. Should contact District office or WVCA office in Moorefield with any questions.

NACD NORTHEAST REGIONAL MEETING: Supervisors inquired if the NACD Northeast Regional meeting is still being held in the eastern panhandle. According to the web site, it has been postponed until 2021.

There being no further business, the meeting adjourned by motion of George Leatherman at 9:15 pm. Motion seconded by Kent Spencer. Motion carried. The next meeting will be held on Wednesday, August 5, 2020 beginning at 7:30 pm, by teleconference unless restrictions have changed.

Chairperson

Secretary

Date