



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

August 5, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, August 5, 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, Frank Weese, Gerald Sites, Lois Carr and David Parker

OTHERS: Christi Hicks, Andy Deichert, NRCS; Ed Martin, Jeremy Salyer, Tanner McNeilly, Nadene Jewell, WVCA; Ryan Cooper NRCS / TU

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

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the treasury reports for the month of July 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 J.W. See and seconded by Gerald Sites to approve the treasury reports for July 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 July. A motion was made by J.W. See and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in July. 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 were received in July total \$67,600.00. A separate invoice in the amount of \$1,710.00 was received for lodging expenses in Pendleton County. Ed Martin reported on the work and indicated there are several sites still to be completed. He still needs to review the lodging invoice with TVCD. A motion was made by J.W. See and seconded by Kent Spencer to approve payment of the invoices, pending WVCA verification, to Tygarts Valley CD. Motion carried.

WVACD AWARDS: The Board reviewed information received from WVACD on the Honorary Member and Member at Large awards. Nominations are due to WVACD by 9/1/20. Discussion was also held on the Carroll Greene Awards – nominations also due by 9/1/20 to WVCA. Lois Carr reported on two new awards being recognized by WVACD – “Rookie Supervisor Award” and “Media Award”. Following some discussion, a motion was made by George Leatherman and seconded by Gerald Sites to nominate Lois Carr for the Rookie Supervisor Award. Motion carried.

WVACD DUES: PVCD received an invoice in the amount of \$4,000.00 from WVACD for annual dues. Following some discussion, a motion was made by J.W. See and seconded by George Leatherman to approve payment in the amount of \$4,000.00 to WVACD for annual dues. Motion carried.

WATERSHED CELEBRATION DAY: The Board reviewed a request to carry over the PVCD donation of \$100 for the Watershed Celebration Day event to 2021. The recognition will be held virtually this year and all funds may not be needed. A motion was made by George Leatherman and seconded by J.W. See to approve the carry over of the PVCD \$100 donation for Watershed Celebration Day to 2021. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$290.00 from See’s Tire & Auto LLC for gravel and hauling to Patterson Creek Site #2 in May – for the culvert replacement project. A motion was made by Ron Miller and seconded by J.W. See to approve payment in the amount of \$290.00 to See’s Tire & Auto LLC for the gravel on PC#2. Motion carried.

WATERSHEDS—Patterson Creek Site #49: Discussion was held on the process of the landowner request to fill the dry dam. Ed Martin reported he had contacted the landowner and informed them the Board was moving forward with the process. He also reported that WVCA & NRCS will need to conduct an inspection of the site. He will report back to the Board next month.

PATTERSON CREEK SITE #3: Discussion was held regarding the cattle guards. Gerald Sites has been in contact with local DOH regarding the issue. No final decision has been made to date. He will continue to reach out to DOH. Office to send photos to Gerald.

PATTERSON CREEK O&M CONTRACTING: Ed Martin inquired if PVCD crew will be completing o&m work on all of the Patterson Creek structures in Mineral County. Ron Miller reported the work orders have been finalized and submitted to WVCA for verification and the crew will be completing all of the o&m work on the Patterson Creek dams in Mineral County this year.

PATTERSON CREEK SITE #48: Ed Martin addressed the plugged riser on PC#48. It has been an issue for some time and the landowner is unable to access adjacent property due to the high-water level. A recommendation was made to prepare a contract for the necessary work to clear the blockage. Need to draw down the water level in order to complete the repairs. Cost estimate for the project is \$50,000. Following some discussion, a motion was made by Gerald Sites and seconded by Ron Miller for WVCA to proceed with a contract for the repairs needed on Patterson Creek Site #48. Motion carried.

NEW CREEK EMERGENCY ACTION PLANS: The Board reviewed the updated Emergency Action Plans for the New Creek dams. A motion was made by Gerald Sites and seconded by Ron Miller to approve the plans and authorize the chair to sign and submit the plans to Dam Safety. Motion carried.

NEW CREEK SITE #17: Andy Deichert, NRCS, addressed the Board regarding the rehabilitation project on New Creek Site #17. Funding has been received for the design phase. Need to finalize the watershed agreement with local sponsors in order to move forward. Copies have also been sent to the City of Keyser and the Mineral County Commission. The issue will be placed on the agenda of the next Board meeting, on August 26, 2020, for Board action.

NEW CREEK SITE #1: Jeremy Salyer reported on the future need to have a public meeting to address the rehabilitation of New Creek Site #1. No timeline has been confirmed at this point – just want to make the Board aware. Place on the agenda of next meeting.

COMMITTEES: New Supervisors should review the PVCD committees list and let Nadene know which ones they would like to serve on.

HAMPSHIRE COUNTY FARMLAND PROTECTION BOARD: David Parker indicated he will continue to serve as the Hampshire County Commission representative on the Hampshire County Farmland Protection Board until 12/31/20. Therefore, it is necessary to extend the term for Jason Dalrymple, PVCD appointee, until 12/31/20. A motion was made by J.W. See and seconded by George Leatherman to extend the term of the PVCD appointee, Jason Dalrymple to the Hampshire County Farmland Protection Board until 12/31/20 and David Parker will take over as the PVCD representative beginning 1/1/21. Motion carried.

DISTRICT BANQUET: Discussion was held regarding how to proceed with the District awards banquet this year. After some discussion, it was suggested to postpone the banquet until next spring. A motion was made by Ron Miller and seconded by George Leatherman to postpone the 2020 District awards banquet until spring 2021. Motion carried.

AWARDS: Discussion was also held regarding the poster awards. All were in agreement to send the awards now rather than wait until the banquet. A motion was made by Ron Miller and seconded by David Parker to send the poster awards to the winners and prepare an article for the local newspapers. Motion carried.

POLLINATOR PROJECT: PVCD received a request from the Grant County Parks and Rec for assistance with planting pollinator patches at 3 of the parks in Grant County. Tanner McNeilly addressed the Board regarding information on pollinator plantings and cost estimates. He offered to contact the Grant County Parks and Rec and bring more information back to the Board next month.

TROUT UNLIMITED PROPOSALS: Ryan Cooper reviewed the Trout Unlimited stream restoration proposals with the Board. One proposal was for the project in Teter Run and the other proposal included four smaller projects. The proposals were presented for Board approval, funding amount is \$15,000 for each proposal. Jeremy Salyer addressed the projects and indicated the agreements with WVCA have not been finalized to date. David Parker questioned the amount of funding being provided through WVCA for each project – maximum of \$15,000.00, as indicated in the proposals. Following some discussion, a motion was made by Ron Miller and seconded by J.W. See to delegate authority to the chair to sign the agreements once they are finalized with WVCA. Motion carried.

SEPTEMBER BOARD MEETING: Charlotte reminded the group that the September meeting date has been changed to Wednesday, August 26, 2020 beginning at 7:30 pm. Will be held by teleconference; notices will be sent by the office.

DISTRICT MANGER REPORT: Nadene reported on the following items:

- WVCA staff continue in telework status for foreseeable future with current restrictions
- DISTRICT SHIRTS - Nadene inquired about the purchase of shirts for the new supervisors. All were in agreement. Board action was taken by motion of J.W. See to approve the purchase of district shirts for the supervisors. Motion seconded by George Leatherman. Motion carried.

POSTER WINNERS: Lois Carr reported that two of the PVCD posters where selected as state winners during the WVACD quarterly meeting in July. Layla Shreve won in the 4-6 grade category and Angel Keplinger won in the 7-9 grade category. Congratulations to both winners!

SUPERVISORS REPORT: Lois Carr attended the WVACD quarterly meeting in July. She reported on the following items from the meeting:

- She was appointed to serve on the Water Resources Committee
- Ron Miller serves on the Natural Resources Committee
- State poster winners
- Lime program – pursue to change the lime recommendation back to 3 tons per acre
- By-Laws – Review the changes – comments due to Oct 1

CREW REPORT: Ron Miller reported the crew has completed 23 dams to date. They are currently working on dams in Patterson Creek, Grant County. Will start in Mineral County next week. Work orders finalized and submitted to WVCA. Crew will complete the additional 22 dams on Patterson Creek, Mineral County this season.

Ron also reported on the following items:

- Steiner mower was traded on a new Ventrac mower – received in mid-July. It is working well.
- Picked up the new Ford truck from Timbrook Ford in Keyser in July. Able to get fleet number through Ford – waiting to receive the title. Removed the regular bed and installed flat bed. Sold the regular bed for \$600.00.
- More issues with Green Ford truck, currently being repaired. Need to sell after repairs are complete. Also need to repair brakes on Toyota pick up and sell it.
- Ron Miller and John Hicks assisted the crew with mowing on steep dam in New Creek
- Purchased a new weed eater for the crew – will enable more than two to complete weed eating once mowing is complete.
- Need to activate District cell phone for use by the crew. A motion was made by J.W. See and seconded by George Leatherman to approve activation of the PVCD Cell phone through US Cellular for the crew. Motion carried. Nadene will contact US Cellular and activate the phone.
- Chains were also purchased for the Ventrac mower to enable it to be more stable when mowing the steep slopes – all were in agreement with the purchase.
- May need to install a toolbox on the new truck – will discuss in the future.
- Need to purchase a pole saw for the crew to trim trees – a motion was made by Ron Miller and seconded by J. W. See to approve the purchase of a pole saw. Motion carried.

TRUCK BED AND WEED EATER: A motion was made by George Leatherman and seconded by David Parker to approve the purchase and installation of the flat bed for the new truck and the purchase of the new weed eater – approve payment of both invoices. Motion carried.

AG ENHANCEMENT: The Board reviewed the Ag Enhancement applications and payment for approval:

Lime Applications: *William Mitchell 75 ac 175 tons \$3,500 CS; Isaiah Smith 75 ac 146.61 tons \$2,932.20 CS; John Pratt 74.57 ac 140.77 tons \$2,815.40 CS; Fairview Farm 22.9 ac 47.45 tons \$949.00 CS; Jane Fout 12.75 ac 25.5 tons \$510.00 CS; Robert E. Williams 34.5 ac 45.63 tons \$912.60 CS; Carl Hevener 51.3 ac 101.78 tons \$2,035.60 CS; Bill Martin 75 ac 75 tons \$1,500 CS; Jim Martin 75 ac 115.33 tons \$2,306.60 CS; Matt Teets 71.8 ac 133.81 tons \$2,676.20 CS; Spade Land & Livestock -Kristina Whipp, James Burcham 59 ac 148.5 tons \$\$2,970.00 CS*

Invasive Species Applications: *Isaiah Smith \$500 CS; Kenneth Long \$500 CS; Diane McMarrow \$500 CS; Charles Armentrout \$500 CS; Berlin Harper \$500 CS; Doug Wimer \$500 CS; Joe Mathias \$500 CS; Dudley Kimble \$500 CS; Mark Moore \$500 CS; Harvey Harper \$500 CS; Allen Warner \$500 CS; Hollis Ours \$500 CS; Dennis Rogers \$500 CS; Brett Fansler \$500 CS; Lynise Fansler \$500 CS; Mark Fansler \$500 CS; Dwight Hott \$500 CS; Viola Riggelman \$500 CS; Richard Frye \$500 CS; Jason Bowers \$500 CS*

Hay Reseeding Application: *Isaiah Smith 18.6 ac \$930.00 CS; Fairview Farm 5 ac \$250.00 CS; Jean Thompson 32.33 ac \$1,616.50 CS; Robert E. Williams 14.5 ac \$725.00 CS; Carl Hevener 29.3 ac \$1,465.00 CS; Bill Martin 50 ac \$2,500 CS*

Hay Establishment Applications: *Charles Armentrout 25 ac \$3,125.00 Cs; Doug Wimer 6.3 ac \$787.50 CS; Baker Farms 11.36 ac \$1,420.00 CS; Bill Martin 30 ac \$3,750.00 CS; Joe Mathias 21.35 ac \$2,668.75 CS; Hollis Ours 5.9 ac \$737.50 CS; Ben Heavner 11 ac \$1,375.00 CS*

Litter Transfer Applications: *Mark Fink 250 tons \$2,500 CS; Edith Hedrick 250 tons \$2,500 CS; Bernice Hedrick 250 tons \$2,500 CS; Johnny Hevener 250 tons \$2,500 CS; Steve Lambert 250 tons \$2,500 CS; John Ruddle 250 tons \$2,500 CS; Long Run Poultry 250 tons \$2,500 CS; Victor Carr 250 tons \$2,500 CS; Ben Wolfe 250 tons \$2,500 CS; Larry Ours 250 tons \$2,500 CS; William Hunt 250 tons \$2,500 CS; Carolyn Ritchie 100 tons \$1,000 CS; Rock Evick 170 tons \$1,700 CS*

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

WVCA: Jeremy Saylor indicated that Ben Heavner’s applications for Hay Establishment and Invasive Species have been processed and approved by WVCA personnel as required by the Ag Enhancement guidelines.

Lime Payment: *Robert Woodson 87.13 tons \$1,372.30 CS*

A motion was made by David Parker and seconded by George Leatherman to approve the lime payment for Robert Woodson as presented. Motion carried.

CREP: The Board reviewed a CREP payment for Gina Alt from Hardy County.

Gina Alt New Contract #11012 2.0 acres \$ 60.00 CREP Incentive / \$ 80.00 CBIP

A motion was made by George Leatherman and seconded by Gerald Sites to approve the CREP payments for Gina Alt for \$60 / \$80. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report with Board:

- WVCA Staff will continue in telework status with continued COVID19 restrictions
- Seeds from China – Anyone who receives seeds in the mail should contact WVDA.
- Audit – need to conduct AEP – audit for FY2019-20.
- CDO Grant expenditure report for FY2019-20 due by 9/1.

NRCS: Christi Hicks reported on the following:

- Doris retired - her last day was 7/31. Congratulations.
- Christi is acting DC for Grant, Hampshire, Hardy, Mineral and Pendleton counties
- Update on county offices
- Willing to provide assistance with pollinator project in Grant County

Charlotte Hoover indicated that any nominations for the WVACD awards should be sent to Nadene prior to the end of August.

She also reminded everyone of the date change for the September meeting. Appears that meetings will be held by teleconference for several months.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:55 pm. Motion seconded by Lois Carr. Motion carried. The next meeting will be held on Wednesday, August 26, 2020 beginning at 7:30 pm, by teleconference.

Chairperson

Secretary

Date