



Potomac Valley Conservation District

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Romney, West Virginia 26757-1836
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MINUTES OF MEETING

Teleconference

October 7, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 7, 2020, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:00 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ron Miller, J.W. See, Kent Spencer, Brian Dayton, George Leatherman, Gerald Sites, Lois Carr and David Parker

OTHERS: Rebecca Royal, Mikenze Poling, NRCS; Ed Martin, Jeremy Salyer, Tanner McNeilly, Nadene Jewell, WVCA; Rosalie Santerre, WVDOF

MINUTES: The minutes of the September 16, 2020 special meeting were presented for review and approval. A motion was made by Kent Spencer and seconded by Lois Carr to dispense with the reading of the minutes of the September 16, 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 August and September 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 George Leatherman to approve the treasury reports for August and September and invoices paid within both months. Motion carried. Ron Miller questioned a \$50,000 difference on the general fund report – it was determined to be the purchase of the new District truck in July.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of September. A motion was made by J.W. See and seconded by George Leatherman to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in September. Motion carried.

CORRESPONDENCE: INVOICE – The Board reviewed an invoice in the amount of \$1,129.00 for additional premium on the District's Workers Compensation Policy. The increase is due to the annual audit of the payroll. A motion was made by Gerald Sites and seconded by Brian Dayton to approve payment in the amount of \$1,129.00 for the additional Workers Compensation premium. Motion carried

EMERGENCY ACTION PLANS: The Board reviewed the updated emergency action plans for the Patterson Creek sites. The statements of review were presented for approval and signature. A motion was made by Gerald Sites and seconded by George Leatherman to approve the plans and authorize the chair to sign the statements of review and submit to Dam Safety. Motion carried.

LIME SEMINAR: Information on the upcoming lime seminar on October 21, 2020 was reviewed. Supervisors are invited to participate in the seminar. Contact the District office with any questions.

2020 ANNUAL INSPECTION REPORT: The Board reviewed the 2020 annual o&m inspection schedule. Ed Martin addressed the schedule and indicated there may be a need to make a change in some of the dates – will keep the Board updated. George Leatherman questioned the removal of sediment / debris near the bridge. Ed indicated the site will inspected and work reviewed in the future.

WATERSHEDS: Patterson Creek o&m contract – Ed Martin reported on the contract. Includes work on Patterson Creek Sites # 48, #49 and #2. Only one bid was received for the contract from Vincent Excavating in the amount of \$176,400.00. The project estimate was less than the bid amount. Following negotiations with the contractor, a revised amount of \$165,800.00 has been agreed upon. The contract negotiation information was presented to the Board for review. Following some discussion, a motion was made by Gerald Sties and seconded by J.W. See to approve the negotiated price of \$165,800.00 from Vincent Excavating and proceed with the contract. Motion carried. Ed Martin discussed the work required on the dams – does include risk with the water draw down on PC#48. Contractor will need to take precautions throughout the contract. Additional discussion held regarding the contract documents – will need District signature this week. A motion was made by George Leatherman and seconded by J.W. See to authorize David Parker to sign the contract documents for the Patterson Creek o&m contract: 2020-09-15 OMR PVCD Patterson Creek. Motion carried. Ed Martin will meet David Parker in the District office on Friday, 10/9 to sign the documents.

PATTERSON CREEK SITE#3 – Discussion was held regarding the cattle guards on Patterson Creek Site #3 – Gerald Sites reported no update at this time. The work has not been completed by DOH – continue to address the issue with DOH representatives.

LOST RIVER SITE #16: Ron Miller discussed the need to sell / dispose of the property / easement acquired by PVCD for the Lost River Site #16 project. He questioned the procedure and what steps need to be taken. Jeremy Salyer indicated he will discuss with WVCA staff and follow up with the District. Will need to include all project partners.

ADDITIONAL O&M WORK: Ron Miller addressed the additional o&m work to be completed by the crew. They will finish the work but will be delayed due to employee illness.

ENGINEERING WORK: Ed Martin reported on the mini rehab projects slated for Patterson Creek Sites #14, #27 and #47. PVCD supervisors appointed at previous meeting as District representatives on the projects. NRCS is still reviewing the plans – will issue notice to proceed to Potesta for the drilling work in the near future.

SOUTH FORK SITE#14: Ed Martin addressed the problems encountered with the landowner on SF#14. The site was mowed by mistake by TVCD – landowner requested not to mow last year so he could make the hay. As restitution for the error – promised landowner to lime the site this year. Work needs to be

completed this fall. Could it be done in November? How many tons? Board in agreement to have the lime completed on the site. Ed to provide information on how much lime is needed and how many acres at next meeting.

DISTRICT CREW: Ed Martin reported the PVCD crew did a great job with the o&m this year. Good group of employees – worked well and completed work on more dams this year.

EQUIPMENT COMMITTEE: Ron Miller reported the equipment committee met prior to the Board meeting and he reviewed the recommendations.

- AUCTION: Discussion was held regarding the upcoming auction of the district trucks on Saturday, October 17, 2020. He asked if the Board wished to place a “reserve” on the trucks. Following some discussion, the recommendation was made to place a \$10,000 reserve on the 2008 F350 Ford Truck. All agreed no reserve was needed on the 1989 Toyota pickup. He also reported that both trucks will be parked in the Farm Credit parking lot in Moorefield with an auction notice. Advertisements have been published in the local newspapers – he has received several calls about the trucks.
- HAYBUSTER: The older Haybuster has over 5,000 acres on it and is in need of repair / replacement. Committee recommended research on purchase of a newer model this winter. May need to do some repairs to finish this season.
- CHEVY TRUCK: In need of new rear tires – did pass inspection. Recommendation made to replace the rear tires on the Chevy truck. Research for best price.
- NO – TILL DRILL: The Haybusters have been rented by hunt clubs for food plots and the locations are difficult to transport to and rough terrain. Should investigate the purchase of a smaller seeder to be used for food plots / smaller farms. Recommendation was made to investigate smaller seeder for use by hunt clubs / small farms.
- LITTER SPREADERS: Ron reported that the litter spreaders are in need of work – have rust in the rear and need to be repaired this winter – after December 1. Recommendation was made to have both litter spreaders repaired during the winter – after December 1.

Following the report, a motion was made by Ron Miller and seconded by Gerald Sties to approve the equipment committee recommendations. Motion carried.

WVACD: The WVACD Quarterly Meeting will be held on October 19 – 20, 2020 at Flatwoods. Several Supervisors are planning to attend. There will be a supervisor training on 20th in the afternoon. Meeting information and the agenda were provided to the supervisors.

CHESAPEAKE BAY OUTREACH PROJECTS: Tanner McNeilly addressed the Board with a proposal for an outreach opportunity through the Chesapeake Bay Program. He reviewed the proposal to purchase bags with water bottles / seeds / water test kits to students. The goal is to provide outreach to students outside of the classroom. Will target 2nd & 3rd grade students – 500 students. Tanner requested the use of \$3,000 in Chesapeake Bay funds for the purchase of the outreach materials. A motion was made by J.W. See and seconded by Ron Miller to approve the use of \$3,000 in Chesapeake Bay funds for the outreach project. Discussion was held regarding the distribution of the materials to students. Lois Carr offered to assist with distribution in Grant and Pendleton counties. J.W. See offered to assist in Hampshire County. Will work with others in Hardy and Mineral counties.

WINTER FEEDING AREA DEMO PROEJCT: No update was provided. Will include on agenda next month.

DISTRICT MANAGER REPORT: Nadene reported on the following:

- 2021 Calendar Books – Able to order similar style as last year. Price is \$1.89 per book (less than last year) must order 50 books. A motion was made by J.W. See and seconded by Lois Carr to approve the purchase of 50 calendar books for 2021. Motion carried.
- Promo Items – Discussion was held regarding the purchase of promo items. The suggestion was made to order portfolio notebooks for the supervisors – include the PVCD logo. All in agreement. A motion was made by J.W. See and seconded by Brian Dayton to approve the purchase of the portfolio notebooks. Motion carried.
- The order for 100 of the 2021 farm record Redbooks has been placed.
- Representatives from Suttle & Stalnaker are scheduled to review the FY2019-20 financial records the week of October 19. District manager working with the accountant and WVCA fiscal staff to provide the records for review.

SUPERVISOR REPORTS: Ron Miller reported on recognition for the District crew – they have done a great job this year and should be recognized for their efforts. He suggested a newspaper article to highlight the o&m / dam programs and include District programs and activities. All were favor of the article. Discussion was also held regarding how to recognize the employees. The suggestion was made to purchase jackets with the PVCD logo for them. A motion was made by Ron Miller and seconded by Lois Carr to approve the purchase of jackets for 4 of the crew members and send a thank you card to them also. Motion carried.

AG ENHANCEMENT: Discussion was held regarding a special meeting in mid-October to take action on AgEP payments. The supervisors requested the District Manager to coordinate with the conservation specialist and schedule a special meeting if needed.

AG ENHANCEMENT – The following AgEP applications and payments were presented for Board action:

Lime Applications: *James W. Pyles 57.16 acres 171.48 tons \$3,429.60 CS*

Lime Payments: *Ralph Keller 54.66 tons \$1,093.20 CS*

Invasive Species Payments: *Charles Armentrout \$500 CS; Mark Fansler \$500 CS*

Division Fence / Water Payment: *Kyle Sherman \$6,322.60 CS*

Litter Transfer Applications: *Nathan Griffin 250 tons \$2,500 CS; Craig Hott 250 tons \$2,500 CS*

Litter Transfer Payments: *William Hunt 250 tons \$2,500 CS; Victor Carr 235.42 tons \$2,354.20 CS*

A motion was made by Ron Miller and seconded by Lois Carr to approve the ag enhancement applications and payments as presented. Motion carried.

CREP: The following CREP payments were presented for approval:

Shelby Hulver 2.50 acres \$100.00 CS

Harry Weaver 35.60 acres \$2,776.80 CS

A motion was made by Gerald Sites and seconded by Ron Miller to approve the CREP payments as presented. Motion carried.

WVACD SCHOLARSHIP AUCTION: PVCD will provide two tickets to the Potomac Eagle Excursion Train for the scholarship auction on 10/19. Also, to provide a basket of local products – jams / sauce / honey. Products from Buena Vista Farm also suggested. A motion was made by David Parker and seconded by Lois Carr to approve up to \$50 for the local products basket and the purchase of the train tickets, if not donated by the Potomac Eagle. Motion carried. The District Manager will gather the items and get to the supervisors for the auction. David Parker has local apples to take to the meeting.

WVCA: Jeremy Salyer reviewed the WVCA monthly report with the Board. Most items have already been addressed – reminder for the District to review policy manuals.

NRCS: Mikenze Poling reported on the following items:

- Meeting to discuss the rehabilitation plans for New Creek Site #17 – date not finalized – will be either 10/21 or 10/22. Will let Board know when date is confirmed – supervisors invited to attend.
- New statewide program CAMP – Conservation Agriculture Mentoring Program – will have local training later in October. The focus of the training will be the poultry industry – local production. Ron Miller has offered to speak to the group and highlight the poultry business. Charlotte was also asked to participate as the District chair – may if her schedule allows. Will be visiting farm in Grant County. Thanked the District for participating in the training.

NRCS: Rebecca Royal reported on the following items:

- Focus Conservation Approach Proposal for the Cacapon and Lost River Watersheds. The project will include Hampshire, Hardy and Morgan counties and focus on resource concerns in the Cacapon and Lost River watersheds. Partners include Trout Unlimited and WV DEP. The proposal will be presented to the Board in November.
- The District Conservationist position for Grant, Hardy and Pendleton counties has been advertised. Christi Hicks continues to serve as acting District Conservationist for all five counties.

UPCOMING DATES:

- WVACD Quarterly Meeting at Flatwoods – October 19 – 20, 2020
- PVCD November Board meeting – November 4, 2020

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:30 pm. Motion seconded by Lois Carr. Motion carried. The next regular meeting will be held on Wednesday, November 4, 2020 beginning at 7:00 pm, by teleconference.

Chairperson

Secretary

Date