



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

December 2, 2020

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, December 2, 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, Frank Weese, Lois Carr and David Parker

OTHERS: Christi Hicks, NRCS; Ed Martin, Jeremy Salyer, Ben Heavner, Nadene Jewell, WVCA

MINUTES: The minutes of the November 4, 2020 Board meeting were presented for review and approval. A motion was made by J.W. See and seconded by Lois Carr to dispense with the reading of the minutes of the November 4, 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 November 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 Lois Carr to approve the treasury report for November and invoices paid 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 November. A motion was made by Kent Spencer and seconded by David Parker to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in November. Motion carried.

CORRESPONDENCE: AGREEMENTS – Ed Martin reviewed the agreements with Potesta for the work to be preformed on Patterson Creek Sites #14, 27 and 47. The work is schedule to begin next week and will include drilling on the sites. A summary of the work was reviewed. Ron Miller was previously given authority to act on the project on behalf of the Board. Following some discussion, a motion was made by Gerald Sites and seconded by Frank Weese to approve District endorsement of the agreements by Ron Miller. Motion carried.

INVOICE: The Board reviewed the invoice from Broadway Metal Works in the amount of \$23,200.00 for the purchase of the new litter spreader. Ron Miller indicated that spreader has been received by the District. A motion was made by Ron Miller and seconded by Gerald Sites to approve payment in the amount of \$23,200.00 to Broadway Metal Works for the purchase of the litter spreader. Motion carried.

STATE AGEP MEETING: The Board reviewed the notice of the state Ag Enhancement committee meeting to be held on Friday, 12/4/20 @ 9 am. Call in information and the meeting agenda were provided to the Board. George Leatherman and Ron Miller plan to participate in the teleconference.

OFFICE SCHEDULE: The Administrative Specialists (District Managers) have been requested to provide supervisors with a weekly schedule of when they will be in the District office. This will enable supervisors to know in advance which days they will be available in the office. Nadene will provide schedule to the supervisors.

LOR: Board action was taken by motion of Kent Spencer to approve the letter of request for funds (LOR) in the amount of \$1,848.00 for reimbursement of the FY21 1st quarter employee expenses and authorize the chair to sign and submit it to WVCA. Seconded by Brian Dayton. Motion carried .

INSURANCE QUESTIONNAIRE: The Administrative Specialist discussed the annual BRIM insurance questionnaire with the Board. The amount of the annual revenue was significantly increased due to the deposit of interest from the Lost River Watershed Project. An explanation of the increase was provided to the agent with the questionnaire.

PATTERSON CREEK O&M CONTRACT: Ed Martin discussed the status of the Patterson Creek o&m contract with the Board. The work should be complete by the end of the week. It looks good – contractor did a good job. A question was asked regarding seeding on the lower part of one of the dams. Ed indicated it would not be seeded at this time, not down to the pool, but other areas have been seeded and mulched. Ed reported that he will be on site next week to do an inspection of the work, invited supervisors to join him. He will let the office know which days he will be in the area. Discussion was held regarding payment of the contractor's invoice. All agreed to give authorization to JW See and David Parker. A motion was made by George Leatherman to delegate authority to JW See and David Parker to approve the payment, pending WVCA verification, for the Patterson Creek o&m contract. Motion seconded by Ron Miller. Motion carried.

PATTERSON CREEK Site #49: Ed Martin reported that he has not had time to finalize the agreement for PC Site #49. Will work on it in near future and report back to the Board.

PATTERSON CREEK SITE #3: Cattle Guards – Gerald Sites reported no update on the cattle guard installation. He will continue to work with DOH on the issue.

LOST RIVER SITE #16: Jeremy Salyer reported on the LR16 property issue. The information was provided to WVCA, but not update.

SOUTH FORK SITE #14: Ron Miller reported he is working with Southern States to have the lime applied to South Fork Site #14. Should be completed in near future.

BLOCKAGES: George Leatherman discussed the removal of the blockages in the river that were inspected last year. He requested the issue to be put on the agenda in late spring / summer for action.

DISTRICT EMPLOYEE POLICY REVIEW: The Board reviewed the district employee policy and discussed the need for any revisions. Some discussion was held regarding guidelines for Covid19 – the federal law was reviewed. No changes at this time. A motion was made by JW See and seconded by Gerald Sites to approve and continue to follow the current district employee policy. Motion carried.

DISTRICT NEWSLETTER: The Board discussed the winter issue of the newsletter. All in agreement to prepare and distribute the winter issue and include information on the frost seeding and summer annual seeding practices. A motion was made by Kent Spencer and seconded by JW See to approve the distribution of the winter issue of the District newsletter. Motion carried.

ENVIROTHON TEAM SUPPORT: Discussion was held regarding support for the Envirothon teams. The competition will be held virtually in 2021. Committee members have indicated there will be a registration fee, but it will be much less than in past years. Following some discussion, a motion was made by JW See and seconded by Lois Carr to support the Envirothon Teams, amount is pending the number of teams and what the fee will be. Motion carried.

TREE SALE: The Board discussed holding a tree sale this spring. All were in favor to hold a sale. Discussed including chestnut trees this year. A motion was made by George Leatherman to hold the tree sale in the spring. Motion seconded by Frank Weese. Motion carried.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Office Equipment – Copier: Office was notified the annual maintenance agreement will not be renewed next year on the copier since it is 14 years old. Parts and materials are hard to get for it due to the age. The Administrative Specialist requested information on a new machine and will bring to the Board in the future. Interested in a color copier, Board was in agreement.
- Cell Phone – Request use of the District cell phone to forward office calls to. The state cell phone will not accept call forwarding – not certain what the problem is. WVCA IT staff have tried to fix it, but still will not work. Calls can be forwarded to personal cell phone but would rather not do that. Board was in agreement to use the District cell phone for call forwarding at this time – crew not working and will not need it. A motion was made by JW See and seconded by Brian Dayton to use the District cell phone to forward office calls to when AS not in the office. Motion carried.
- Audit – Suttle & Stalnaker requested additional information and it was submitted earlier this week. They should have the final report ready for the January meeting.
- The portfolio notebooks, 2021 calendars and 2021 Red book farm record books have been received. Discussion on distribution – Send red books to supervisors for distribution (10 each). May have John Hicks assist in delivering notebooks to the county offices for pick up.
- Travel – reminder payroll is this week (12/4), please send any travel to the AS by tomorrow for payment this week.

SUPERVISOR REPORTS: Ron Miller reported on the receipt of the new litter spreader. He also reported on several equipment repairs made this month – welding needed on the lime spreader and a bearing on the crusher needs replaced.

CREW REPORT: The crew has not been working at this time – no report.

AG ENHANCEMENT: The Board reviewed the information for the State Ag Enhancement teleconference on 12/4/20 at 9 am.

Discussion was also held regarding sign up for the Frost Seeding and Summer Annual Seeding practices – 11/30/20 thru 1/15/21. Copies of the applications are available on the PVCD web page and copies were sent to the supervisors.

AG ENHANCEMENT: The following AgEP application and payments were presented for approval:

Lime Payments: *** Gerald Sites 180 tons \$3,217.50 CS; Isaiah Smith 149.87 tons \$2,932.20 CS; Jane Fout 25.5 tons \$510 CS*

A motion was made by Kent Spencer and seconded by George Leatherman to approve the lime payments as presented. Motion carried. *** Gerald Sites abstained from discussion / action on this issue.*

Invasive Species Payments: *Harvey Harper \$188.73 CS; Mark Moore \$500 CS*

A motion was made by George Leatherman and seconded by Kent Spencer to approve the invasive species payments as presented. Motion carried.

Hay Establishment Payments: *** JW See III 20.89 acres \$2,611.25 CS; Joe Mathias 21.35 acres \$2,668.75 CS*

Cover Crop Payments: *Roscoe Ours 74 acres \$3,700 CS; Dam Lahman 25 acres \$1,250 CS; **JW See III 25.02 acres \$1,251 CS; Sam Williams 28.3 acres \$849 CS; Kelly Williams 33.8 acres \$1,014 CS; Jim Martin 75 acres \$3,750 CS; Bill Martin 75 acres \$3,750 CS; Joe Mathias 57.76 acres \$ 2,652.20 CS; Andy Mathias, 27.92 acres \$1,300 CS; Greg Dyer 43.9 acres \$2,195 CS; Doug Marsh 47.7 / 27.3 acres \$3,216 CS; Mike Rexrode 37 acres \$1,850 CS; Jesse Mace 33.1 acres \$1,655 CS; Jerry Mace 22 acres \$660 CS; Doug Wimer 57 acres \$2,850 CS; Paul Bennett 20 acres \$1,000 CS; Mark Fansler 8 acres \$400 CS; Raymond Phares 35.1 acres \$1,755.00 CS*

A motion was made by Lois Carr and seconded by Kent Spencer to approve the hay establishment and cover crop payments as presented. Motion carried. *** JW See abstained from discussion and action on this issue.*

Litter Transfer Applications: *Woodrow Sherman 250 tons \$2,500 CS*

A motion was made by George Leatherman and seconded by Brian Dayton to approve the litter transfer application as presented. Motion carried.

Division / Exclusion Fence Payments: *Bill Martin \$3,823.86 CS; James Coffman \$1,922.34 CS*

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the division / exclusion fence payments as presented. Motion carried.

WVCA: Jeremy Salyer indicated most of his report had been covered and reviewed items in the WVCA monthly report with the Board: 2021 Legislative Session, Opinion from WV AG, telework status for WVCA.

NRCS: Christi Hicks reported on the following:

- Sarah Taylor Goldizen will begin as the District Conservationist in Grant, Hardy and Pendleton counties on 12/7/20.

- Change in office status due to recent increase in local Covid19 cases
- New NRCS State Conservationist was to visit PVCD in mid-December; however, the trip has been cancelled due to Covid19 concerns.
- Food Desert Program: Discussed issue with Hampshire County WVU Extension staff – could provide support for local food distribution program in Hampshire County – Levels / Three Churches area of the county – increase availability to local produce in these communities. Board in agreement with submitting the Levels / Three Churches areas as possible areas for the Food Desert Pilot Program.
- CSP Funding

WVCA: Ben Heavner reported on the following:

- Division Fence practice must be completed by the end of December.
- Reminder of Frost Seeding and Summer Annual Seeding sign up – accepting applications until 1/15/21.

Nadene reported that the additional Chesapeake Bay funding for the cover crop and other Ag BMP practices was received this week. Able to process cover crop payments.

Charlotte was disappointed that the Board was not able to have the Christmas dinner this month. Thanked everyone for their support and work throughout the year. Wished everyone a Merry Christmas!

UPCOMING DATES:

- The State Ag Enhancement Committee meeting on 12/4/20 @ 9 am (teleconference)
- PVCD January Board Meeting on 1/6/21 @ 7pm

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:05 pm. Motion seconded by J.W. See. Motion carried. The next regular meeting will be held on Wednesday, January 6, 2021 at 7:00 pm by teleconference.

Chairperson

Secretary

Date