



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

February 3, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 3, 2021, 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, Frank Weese, Lois Carr and David Parker

OTHERS: Christi Hicks, NRCS; Ed Martin, Jeremy Salyer, Ben Heavner, Aimee Figgatt, Nadene Jewell, WVCA; Candace DeLong, WVU Extension Hampshire County.

Gerald Site's wife passed away this week – service was today. Please keep Gerald in thoughts and prayers.

MINUTES: The minutes of the January 6, 2021 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 January 6, 2021 meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the treasury reports for the month of January with the Board. See 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 Kent Spencer to approve the treasury reports for January 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 January. Also, an additional charge of \$36 was included on the invoice for employee W2s. A motion was made by JW See and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services and \$36 for W2s in January. Motion carried.

LOR: Board action was taken by motion of JW See to authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$5,600.00 for reimbursement of the FY20 audit expenses. Motion seconded by George Leatherman. Motion carried.

INVOICE: Board action was taken by motion of JW See to approve payment in the amount of \$3,999.62 to Marco Promos for the purchase of Chesapeake Bay outreach materials. Motion seconded by Kent Spencer. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$600 from Patterson Creek Enterprises for the rental of a port-a-john for the work sites on the Patterson Creek dams. A motion was made by Ron Miller and seconded by Lois Carr to approve payment of the invoice for \$600 to Patterson Creek Enterprises. Motion carried.

LORs: Board action was taken by motion of Kent Spencer to approve the chair to sign and submit the following letters of request for funding (LORs) to WVCA: Chesapeake Bay NPS 1743 District Support in the amount of \$5,000.00; NPS 1743 BMP Implementation in the amount of \$75,000.00; and NPS 1743 Most Effective Basin Funding in the amount of \$54,681.00. Motion seconded by George Leatherman. Motion carried.

LOR: Board action was taken by JW See to authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$2,100,000.00 for the Patterson Creek Dam Rehabilitation Project. Motion seconded by George Leatherman. Motion carried.

Jeremy Salyer discussed the funds and indicated they will be utilized for the large repair projects on the Patterson Creek dams. If needed, some of the funds may be transferred for projects in other Districts.

PATTERSON CREEK SITE #49: Ed Martin reviewed the draft agreement for Patterson Creek Site #49 with the Board. He requested comments and recommended the District's attorney should also review the document. Following some discussion, a motion was made by JW See to send a copy of the PC#49 agreement to the District's attorney, John Athey for review and include Ed Martin's contact information in case he has any questions. Motion seconded by Lois Carr. Motion carried.

2020 O&M MAINTENANCE / 5 YR PLANS: Ed Martin inquired how the District wants to address operation & maintenance in 2021. What dams will District crew complete? Contracts? The Board indicated the PVCD crew will complete o&m on the same number of dams as in 2020. Should contract the work on the other dams as in 2020. Ed indicated there may be additional work to contract this year, he will keep the Board updated. Ed also discussed the 5-year maintenance plans – summary of the information provided in the o&m sponsorship presentations. He will provide a detailed report for the supervisors. The plan is needed to outline future work.

DRILLING WORK PATTERSON CREEK DAMS: Ed Martin reported on the drilling work being conducted on the three Patterson Creek dams. Work is complete on PC #27 and #47 and about 50% complete on PC#14. The weather as slowed the work, but they should finish by the end of the month. He also indicated the \$2.1 million in funds will be used for the work identified on these three dams.

O&M SPONSORSHIP MEETINGS: The Administrative Specialist reported the meetings with local sponsors to discuss o&m funds for FY2021-22 have been scheduled. Copies of the o&m reports and agreements have been emailed to all sponsors. Copies have also been provided for the supervisors. Most of the meetings are being held by teleconference due to concerns with Covid.

HARDY COUNTY COMMISSION: Ron Miller reported that the Hardy County Commission meeting was held yesterday, 2/2. He participated in the meeting. The Commission inquired about the stream blockage that needs to be removed at the Gap bridge on the Hardy / Grant County line. A site visit was conducted last year and identified the debris blockage. No progress has been made on the project. Ed Martin reported on the need for the Commission to be the lead on the project. He indicated the County has legal authority to address the work, WVCA does not outside of an emergency situation. He reviewed the 713U agreements and the success with them throughout the state. He will provide a copy of the policy and agreement for the Hardy County Commission to review. He is also available to discuss it with them. Ron Miller suggested a teleconference may needed to discuss the issue with all parties. Nadene will forward the information on the 713U agreements from Ed to the Commission and schedule the teleconference when needed.

POSTER AND PHOTO CONTESTS: The Board discussed the Poster and Photo contests. Aimee Figgatt provided input on the contests – she indicated the need for students to have additional activities especially with the virtual school situation. Entries can be scanned and emailed to the District. Last year, a teacher delivered the posters to the District office for the contest. Following the discussion, the Board agreed to conduct both contests. The deadlines and awards will be the same as last year: Poster Contest: 1st \$25, 2nd \$20 and 3rd \$15 per grade category and Photo Contest: 1st \$20, 2nd \$15 and 3rd \$10 per category. A motion was made by JW See and seconded by George Leatherman to conduct both the Poster and Photos Contests and the awards. Motion carried.

EQUIPMENT COMMITTEE RECOMMENDATIONS: Ron Miller reported on the Equipment Committee meeting held on January 13. The committee met at the shop and inspected the rental equipment. The following recommendations were made by the group:

- The committee agreed to trade / sell the old Haybuster and purchase a new one. James River Equipment to provide a trade in price and quote on the new one. Estimated cost of a new Haybuster \$29,000 and the estimate on the trade \$12,000 - \$15,000. Following the discussion, a motion was made by JW See and seconded by George Leatherman to authorize Ron Miller to negotiate the best deal with the trade / sale of the old Haybuster and the purchase of the new one. Motion carried.
- The committee was also in favor of the purchase of new crusher – all agreed the rental demand supports the purchase of a third machine. Increase cleaning fee on crushers to \$100. Several repairs are needed to the litter spreaders – committee agreed to complete the repairs.
- All agreed that the Brillion seeders are not rented often, and their size is a liability when transporting on the highway. The committee agreed to sell both Brillion seeders.
- Increase the rental rate for the litter spreaders to \$16 per hour and increase the cleaning fee to \$100.
- Increase the rental rate to \$4 per ton on the Lime Spreaders
- Increase the cleaning fee to \$150 on the Manure Spreader
- Discussion on the possible purchase of a smaller seeder for wildlife food plots – should investigate options. May send letter to individuals who rent haybuster for food plots – not available in future.
- Need to have contractor inspect the buildings at the compost facility this summer – posts may need some bracing.
- May need to review / revise the delivery rates in the future.

A motion was made by Ron Miller and seconded by Kent Spencer to approve the Equipment Committee recommendations. Motion carried.

SEED OUTREACH PROGRAM: Aimee Figgatt reported on the Spring Seed Outreach Program. She reviewed the program information with the Board. Sign up is available online for the seeds. Seed packets will be mailed with District contact information. Aimee reviewed options for promo information to be included. She requested assistance from PVCD with postage for the seed packets mailed within the District. She reviewed the cost information. Currently have 44 requests from individuals in PVCD. The Board agreed to provide assistance with the postage – use education outreach funding. Following the discussion, a motion was made by JW See and seconded by Kent Spencer to approve up to \$400 in outreach funds for the postage to mail the seeds. Motion carried.

OUTREACH MATERIAL / PACKETS: Aimee also reported on the outreach packets being prepared to distribute to students this spring. She is working with Tanner McNeilly to purchase the materials and prepare for distribution. (Items purchase from Marco Promos – invoice approved earlier in the meeting). They plan to distribute the material in conjunction with Earth Day in the spring.

HIGH TUNNEL PROJECT: Candace DeLong, WVU Extension Agent in Hampshire County addressed the Board regarding a high tunnel project in Hampshire County. They plan to construct a high tunnel at Capon Bridge Elementary School. WVU Extension Service is providing most of the project funds, but an additional \$500 is needed. She discussed the educational outreach and local benefits of the project. Following the discussion, a motion was made by Ron Miller and seconded by JW See to approve providing \$500 for the High Tunnel Project at Capon Bridge Elementary School. (Utilize education outreach funds) Motion carried. Nadene indicated PVCD will need an invoice – WVU Extension Service to provide. The Board requested Candace to provide updates on the project. She agreed and thanked the Board for their support.

PESTICIDE CREDITS: The Board inquired about pesticide credits through Extension – Candace will check and let Board know about training and when credits are available.

PASTURE WEED MANAGEMENT PILOT PROGRAM: Discussion was held regarding the Pasture Weed Management Pilot Program. Supervisors participated in the state teleconference last week to discuss the program. Five Districts included in the pilot program – PVCD is one. Ben Heavner gave a brief review of the program guidelines. WVCA clarified that \$32,000 will be provided per District for the program over a 3-year time frame. Following the discussion, the Board agreed to participate in the program. A motion was made by JW See and seconded by Ron Miller to approve PVCD participating in the Pasture Weed Management Pilot Program. Motion carried.

DISTRICT PERSONNEL PLAN: The Administrative Specialist reported on the District Personnel Plan for FY22 – reviewed employee information. A motion was made by JW See and seconded by Ron Miller to approve the District Personnel Plan and submit to WVCA. Motion carried.

TEACHER RECOGNITION: Ron Miller reported on Ag in the Classroom program through Farm Bureau. He indicated that Districts in Virginia recognize teachers that do an excellent job with instruction on agriculture / conservation education. PVCD may want to check into and do something similar in the future.

FY22 LOCAL WORK GROUP: Christi Hicks reported on the FY22 Local Work Group. She requested guidance on how to address public input with Covid concerns. Also requested suggestions from supervisors on local resource concerns. Should have information by end of April. Request issue to be included on March agenda for additional discussion.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following items:

- FOIA Request – PVCD received a Freedom of Information Act request for employee information. The request was received by email that resembled SPAM and was not identified immediately. The issue has been discussed with the District chairperson and several supervisors – a copy of the FOIA request was sent to each supervisor for review. Nadene contacted the District’s attorney and requested guidance on a response. He provided information on the WV Code pertaining to FOIA and indicated the requested information is public knowledge. The District’s accountant has also been contacted in order to provide the employee / salary information for the request. Several supervisors expressed concern over providing employee information. They would like to do more research on the issue before a response is provided. All in agreement. May need to have a special meeting to address issue this month.
- WVACD Scholarships: The WVACD scholarship applications are due to the association by March 1, 2021. The applications are available on the WVCA web page under education.
- Tree Sale: Order forms for the District tree sale are being sent out this week. Orders will be accepted until 3/19/21 and tree pick up will be held on 4/3/21. Will need assistance with packaging the tree orders on 4/1 – 4/2.

SUPERVISOR REPORTS: Ron Miller reported on the District crew – will need to advertise for 2 laborer positions. Should advertise in March and hire in April. Put issue on March agenda for discussion.

WVCA: Jeremy reviewed the WVCA monthly report:

- Opinion received from WV Attorney General’s office. WV Code must be opened to clarify the language regarding water quality. WVCA will keep District posted on the issue.
- AG Day and Legislative Breakfast have been cancelled this year
- Engineering Agreements – may sure they are up to date.
- Conservation Farm Tour – not certain if a state contest will be held in 2021. Districts can recognize local farms.
- Questionnaires being sent to District Chairpersons for Administrative Specialists (District Managers) position– deadline for response is 2/26.

NRCS: Christi Hicks reported on the following:

- Requested assistance from PVCD with contact of local sponsors regarding the Watershed Agreement for Patterson Creek Site #17. PVCD signed the document in July 2020. Copies sent to the local sponsors, but no response received to date. The District is scheduled to meet with the Mineral County Commission next Tuesday, 2/9 to discuss the O&M funding. Will ask them about it. Christi offered to accompany them and ask about the agreement. District is having problems making contact with the City of Keyser officials to confirm a meeting. Supervisors can also ask the City representatives about the NC#17 agreement.

AG ENHANCEMENT: Fence / Water Practice – Ben Heavner reviewed the fence / water practice sign up and guidelines. Proposed sign up dates: 2/8/21 – 2/26/21. Following some discussion, a motion was made by JW See and seconded by George Leatherman to approve the fence / water practice and the sign-up period. Motion carried.

Ben Heavener also reported on the upcoming Ag Enhancement State meeting to be held on 2/23 to discuss practices / guidelines for the coming year. Supervisors can provide comments before this date if desired.

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

Frost Seeding Applications: *Roscoe Ours 75 acres \$750 CS; Jeff Richman 11.93 acres \$119.30 CS; Steve Martin 20 acres \$200 CS; Smith Farm 75 acres \$750 CS; Bill Mitchell 75 acres \$750 CS; Charles Armentrout 75 acres \$750 CS; Paige Alexander 75 acres \$750 CS; Allen Kile 38.9 acres \$389 CS; **Gerald Sites 75 acres \$750 CS; Ben Heavner 35.7 acres \$357.00 CS; James Ford 25 acres \$250.00 CS; Brad Heavener 7.8 acres \$78 CS; Isaiah Smith 75 acres \$750 CS; William Taylor 75 acres \$750 CS; WC Taylor 75 acres \$750 CS; Michael Taylor 75 acres \$750 CS; Eric Hudgins 50 acres \$500 CS; Roger Lewis 50 acres \$500 CS; James See 75 acres \$750 CS; **James W. See III 75 acres \$750 CS; Trista See 26.53 acres \$265.30 CS; Raymond Wilkins 46.8 acres \$468 CS; Doug Crites 75 acres \$750 CS; Charles Funkhouser 75 acres \$750 CS; Rodney Funkhouser 75 acres \$750 CS; Gary Mongold 19.7 acres \$197 CS; Danny Miller 52.6 acres \$526 CS; Robert E Williams 75 acres \$750 CS; Gregory Keplinger 62 acres \$620 CS; Robert Haslacker 10 acres \$100 CS; Bruce Hyre 75 acres \$750 CS; Terry Alkire 75 acres \$750 CS; Kelly Williams 75 acres \$750 CS; Sam William 75 acres \$750 CS** Ron Miller 75 acres \$750 CS; Lowell Hedrick 25.8 acres \$258 CS; Carl Heavner 75 acres \$750 CS; Adam Goldizen 75 acres \$750 CS; Brad Hott 75 acres \$750 CS; Travis Hinkle 75 acres \$750 CS; Bill Martin 75 acres \$750 CS; Brent Titus 75 acres \$750 CS; Willie Haggerty 75 acres \$750 CS; Daniel Rollins 39.17 acres \$391.70 CS; Viola Riggelman 37.25 acres \$372.50 CS; Guy Davis 75 acres \$750 CS; Peyton Umstot 52.6 acres \$526 CS*

A motion was made by Kent Spencer and seconded by George Leatherman to approve the Frost Seeding applications as presented. Motion carried.

** Ron Miller and JW See abstained from discussion and action on the issue.

Summer Seeding Applications: *Stephan Cremann 9.35 acres \$467.50 CS; Sam Williams 14.5 acres \$725 CS; Carl Hevener 50 acres \$2,500 CS; Joe Mathias 38.65 acres \$1,932.50 CS; Brad Hott 24.2 acres \$1,210 CS; James Ford 25 acres \$1,250 CS; Baker Farms 50 acres \$2,500 CS; Daniel Rollins 39.17 acres \$1,958.50 CS; Willie Haggerty 20 acres \$1,000 CS*

A motion was made by Kent Spencer and seconded by Lois Carr to approve the Summer Seeding applications as presented. Motion carried.

Lime Payments: Steve Bailes 17.67 tons \$265.05 CS; Jason Hicks 14.66 tons \$219.90 CS

A motion was made by George Leatherman and seconded by Lois Carr to approve the Lime payments as presented. Motion carried.

CREP: The following CREP payments were presented for approval:

Hampshire County reenrollments-

Thomas Field	4.9 acres	CBIP amount: \$196.00
Elk Horn Farms Inc.	25.9 acres	CBIP amount: \$1,036.00
Steven Bailes	3.2 acres	CBIP amount: \$128.00
Gloria High	22 acres	CBIP amount: \$880.00

Beth Loy	2.6 acres	CBIP amount: \$104.00
Stephen McCauley	20.3 acres	CBIP amount: \$812.00
Ronald Omps	1.6 acres	CBIP amount: \$64.00
Phillip Peacemaker	2.4 acres	CBIP amount: \$96.00
James R. Pyles	9.4 acres	CBIP amount: \$376.00
Jerry O. Timbrook	20 acres	CBIP amount: \$800.00
John J. Hicks Sr.	23.2 acres	CBIP amount: \$928.00

A motion was made by David Parker and seconded by Lois Carr to approve the CREP / CBIP payments as presented. Motion carried.

Ag Enhancement: Ron Miller reviewed the PVCD Ag Enhancement funds and reported on the proposed AgEP allocation formula that is being considered statewide. He reported on the need to spend AgEP funds in order to receive additional funds. We have had significant rollover of AgEP funds the past few years. Must implement practices that producers need and will complete in order to utilize the funding. Discussion was held on the issue – the suggestion was made to have a teleconference this month to review current AgEP funds and practices for the future. Date to be confirmed – Nadene will notify supervisors.

WVCA – Jeremy Salyer reported on the approval of supervisors and staff for the Frost Seeding practice. Mentioned last month, applications approved after the close of sign up and ranking was conducted.

- Frost Seeding applications approved for Gerald Sites 75 acres; James See Jr 75 acres; James W See III 75 acres; Trista See 26.53 acres; and Ben Heavner 35.7 acres

There being no further business, the meeting adjourned by motion of George Leatherman at 9:10 pm. Motion seconded by Kent Spencer. Motion carried. The next regular meeting will be held on Wednesday, March 3, 2021 at 7:00 pm by teleconference.

Chairperson

Secretary

Date