



Potomac Valley Conservation District

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Romney, West Virginia 26757-1836
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MINUTES OF MEETING

Teleconference

March 3, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 3, 2021, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:30 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, Sarah Taylor Goldizen NRCS; Ed Martin, Jeremy Salyer, Ben Heavner, Tanner McNeilly, Nadene Jewell, WVCA; Jerry Ours, WVDA; Donnie Tenney and Dan Elliott, TVCD

MINUTES: The minutes of the February 3, 2021 Board meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Kent Spencer to dispense with the reading of the minutes of the February 3, 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 February 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 Lois Carr to approve the treasury reports for February 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 February. 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 in February. Motion carried.

FINANCE COMMITTEE MEETING: The Finance committee will meet on Wednesday, March 17, 2021 at 7 pm to prepare the FY22 Budget for the CDO Grant. The budget is due to WVCA by 3/31/21. The committee will also address employee pay rates for 2021.

INVOICE: The Board reviewed an invoice in the amount of \$24,000.00 from Valley Equipment for the purchase of a new poultry cruster. A motion was made by JW See and seconded by David Parker to approve payment in the amount of \$24,000 to Valley Equipment for the cruster. Motion carried.

INVOICES: Ed March discussed the invoices for the drilling work being conducted on the Patterson Creek dams. The invoices were received today and are being reviewed. Following some discussion, a motion was made by Ron Miller and seconded by Kent Spencer to delegate authority to JW See and David Parker to approve payment of the invoices for the drilling work on the Patterson Creek dams, pending WVCA verification. Motion carried.

UNEMPLOYMENT CLAIM: The District received a fraudulent unemployment claim that included JW See's social security number. Nadene reported the claim to the Unemployment fraud hotline and informed JW of the issue. JW indicated several individuals in the Hampshire County School system had claims filed against them as well. Concern was expressed over the issue.

O&M AGREEMENTS: The District received the signed FY22 o&m cost share agreement in the amount of \$7,500 from the Pendleton County Commission. A motion was made by Kent Spencer and seconded by George Leatherman to approve the agreement and authorize the chair to sign it. Motion carried.

The District received the signed FY22 o&m cost share agreement in the amount of \$8,800.00 from the Hardy County Commission. A motion was made by Ron Miller and seconded by Kent Spencer to approve the agreement and authorize the chair to sign it. Motion carried.

LOR – Pasture Weed Management Pilot Program: Board action was taken by motion of Ron Miller to authorize the chair to sign and submit a letter of request for funds (LOR) in the amount of \$32,000.00 for the Pasture Weed Management Pilot Program. Motion seconded by George Leatherman. Motion carried.

FOIA REQUEST: Discussion was held regarding the Freedom of Information Act request for employee information. Following the discussion, a motion was made by Kent Spencer and seconded by Ron Miller to provide the information on employee positions / salary as requested. Motion carried. JW See expressed concern over providing this information. Several supervisors agreed with him; however, no choice but to provide the information.

O&M AGREEMENTS: The District received the signed FY22 o&m cost share agreement in the amount of \$20,000.00 from the Mineral County Commission. A motion was made by Frank Weese and seconded by George Leatherman to approve the agreement and authorize the chair to sign it. Motion carried.

O&M AGREEMENTS: The District received the signed FY22 o&m cost share agreement in the amount of \$20,000.00 from the Grant County Commission. A motion was made by Kent Spencer and seconded by Lois Carr to approve the agreement and authorize the chair to sign it. Motion carried.

Frank Weese asked Ed Martin about a map of Grant County showing the location of each watershed dam. He indicated that it was discussed with the Grant County Commission last year and Brian Farkas agreed to provide them with a map. The Commission asked about it again this year. Ed Martin will follow up on it and get back to the Board.

O&M WORK: Donnie Tenney and Dan Elliott from Tygarts Valley Conservation District addressed the Board regarding o&m work in 2021. They thanked the supervisors for the opportunity to work on the PVCD dams over the past two years. Look forward to continuing the o&m work in 2021. They needed to increase their prices in 2021, wanted to make PVCD aware. They are also interested in any additional work that may be available this year. Ron Miller indicated the District looks forward to working with TVCD this year. Charlotte Hoover expressed a reminder that South Fork Site #14 is not to be mowed this year. The

landowner was very unhappy the past 2 years. Also need to have the lime applied to the site as soon as weather permits.

PATTERSON CREEK SITE #49: Discussion was held regarding the draft agreement prepared for Patterson Creek Site #49. Attorney, John Athey reviewed the document and provided comments. He indicated clarification is needed regarding the property owner. He has legal staff that can complete the research if desired by the District. It was agreed the attorney should complete the work. Following discussion on the issue, a motion was made by Ron Miller to engage the attorney, John Athey to complete the necessary research and preparation of a final agreement, not to exceed \$5,000.00 for the work. Motion seconded by Lois Carr. Motion carried.

PATTERSON CREEK SITE #3 – Cattle Guards: No Report

PATTERSON CREEK DRILLING WORK: Ed Martin provided an update on the Patterson Creek drilling work. The weather has caused some delays. Additional work to be finished on site #14 and some reclamation work on site #47 – should be completed soon.

OUTLET CHANNEL SEDIMENT WORK: Ed Martin discussed the outlet channel sediment removal work to be completed on about 20 dams in the PVCD. They are in the process of preparing the contract for the work. Should have additional information for the Board next month.

O&M SPONSORSHIP MEETINGS: Supervisors attended the local o&m sponsorship meetings. Meetings went well. Sponsors in agreement to provide o&m funds for FY 2021-22. Several signed agreements have already been received. Ron Miller reported the Hardy County Commission requested assistance with the tree / debris removal at the Gap Bridge. Information on the 713U agreements has been provided to them and Ed Martin indicated he spoke with a Hardy County Commission this week and explained the program guidelines.

Charlotte Hoover addressed the Board regarding a landowner question about permitting on the local level. The individual expressed concern over the process. Ed Martin discussed the permit process. He indicated that WVCA staff are available to make a site visit, prepare a plan and assist with the permit process. Permits issued by the Army Corps of Engineers. The landowner should contact the WVCA Watershed office to begin the process. Ed Martin will provide the information to the supervisors.

MINERAL COUNTY COMMISSION: Ed Martin reported that he talked with the Mineral County OES director regarding county concerns with tree removal in New Creek. He reviewed the 713U agreement information with him. The information was also provided to the Mineral County Commission.

DAM MONITORS: Ron Miller inquired about the dam monitors. Ed Martin reported the dam monitors are identified in the Emergency Action Plans – they monitor the dams and provide information in an emergency or flooding situation. Ed indicated that assistance may be needed with District supervisors to identify new monitors and keep the list current. He also addressed the possibility of holding a training for dam monitors. Would like to have one in the Potomac Valley this year – will work with the Board.

EQUIPMENT COMMITTEE: The Equipment Committee met prior to the Board meeting and Ron Miller reviewed the committee recommendations with the Board. The committee recommendations:

- Purchase of a new Haybuster, cost estimate \$33,900.00

- Purchase of smaller 6ft seeder – Great Plains with a native grass attachment - \$24,000.00

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

PERSONNEL COMMITTEE: The Personnel Committee also met prior to the Board meeting. The committee recommendations:

- Approval of the help wanted advertisement for the work crew. The ad should run in the newspapers next week. The deadline for applications is 3/30/21.
- Finance Committee to address employee pay rates
- Discussion on employee drug screening / policy

A motion was made by Kent Spencer and seconded by Lois Carr to approve the Personnel Committee recommendations. Motion carried.

AG ENHANCEMENT: Ron Miller reported on the State Ag Enhancement Committee meeting held this morning. He reviewed the AgEP funding allocation formula with the Board. The District will receive information from the committee meeting – will be distributed to supervisors for review. Each District will have one vote on the proposed formula. Once it is approved, the formula will remain the same for 3 years.

PASTURE WEED MANAGEMENT PILOT PROGRAM: Ben Heavner reviewed the guidelines for the Pasture Weed Management Pilot Program. Sign ups will begin immediately and continue through April. A press release for the program was also reviewed. Following some discussion, a motion was made by Ron Miller and seconded by Lois Carr to approve the sign-up period for the Pasture Weed Management Pilot Program through April. Motion carried.

FY22 LOCAL WORK GROUP: Christi Hicks addressed the process for the FY22 local work group – not able to hold in person meetings. NRCS will solicit input on the practices and provide information to the Board.

COMPOST FACILITY: Jerry Ours, WV Department of Agriculture, addressed the Board regarding the use of the compost facility for a compost trial. It would be a small-scale demonstration using slaughterhouse waste. The Board inquired about needs for the project – manpower, who will oversee and how much space is needed. Details not available at this time. The supervisors requested more information before making a decision. Request Jerry to report back at the April meeting.

CHESAPEAKE BAY OUTREACH MATERIAL: Tanner McNeilly reported the outreach materials have been received and they are working to prepare the packets for distribution for Earth Day.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- District tree sale is going well – much public interest received – almost sold out of fruit trees. Will need assistance with packing the order on 4/1. Tree pick up will be on 4/2.
- Congratulations to Angel Keplinger for 3rd place award in the national NACD poster contest

SUPERVISOR REPORTS: Ron Miller reported on the rental equipment – have been serviced and ready to rent. Have also had maintenance completed on the Ventrac mowers – will be ready for the 2021 season. The Board also reviewed the summary of the o&m work completed by the crew in 2020.

AG ENHANCEMENT: The Ag Enhancement Committee met on 2/23/21. The committee recommendations were reviewed:

- Additional sign-up for the Lime practice – March 4 – 26, 2021. Applications will be available on district web page in addition to the offices.
- Will review funding status at end of March

A motion was made by Kent Spencer and seconded by Lois Carr to approve the Ag Enhancement committee recommendations. Motion carried.

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

Frost Seeding Payments: Robert Haslacker 10 acres \$100 CS; Steve Martin 20 acres \$200 CS

Litter Transfer Application: Sandra Ours 250 tons \$2,500 CS

Litter Transfer Payment: Kay Dawn Farms 177.68 tons \$ 1,776.80 CS

A motion was made by Ron Miller and seconded by Lois Carr to approve the Ag Enhancement application and payments as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report. He discussed the questionnaire distributed to District Chairpersons regarding the Administrative Specialist position. The following questions were asked:

- How do supervisors want to receive the Board meeting information? Email / Regular Mail – PVCD supervisors want the information mailed to them (as currently being done)
- Correspondence? How to receive? - PVCD Supervisors want a list provided in hard copy (as currently being done)
- Draft Agenda – Want to receive 5 or 3 days in advance? 3 days, send with meeting information (as currently being done)
- Approved Minutes – Must post to District web page within 24 hours of approval.
- Draft Minutes – Must provide copy to Brian Farkas and Jeremy Salyer within 24 hours – does Board also want copy emailed to them? PVCD supervisors – No

PVCD Supervisors expressed appreciation for work completed by the PVCD Administrative Specialist, Nadene Jewell. PVCD has a large workload - she does an excellent job and keeps supervisors up to date on District activities and programs. Supervisors inquired about a monetary award or recognition for Nadene. Jeremy indicated the Board can make the request – note in the minutes. Also reminded Charlotte to complete the questionnaire and return to WVCA.

- Clarification on water quality legislation – HB2623 and SB357
- Conservation Farm Tour – unclear if an area or state tour will be held. Encourage Districts to recognize local farms. Charlotte requested assistance from NRCS to identify local farms.

NRCS: Christi Hicks reported on the following:

- Appreciate assistance by the Board in meeting with Mineral County Commission and City of Keyser for o&m funding. Able to attend the meetings and have the agreement for New Creek Site #17 signed by the Commission. Have not received response from the City of Keyser
- Need for field training for new NRCS employees

NRCS: Sarah Taylor Goldizen reported on the following:

- Counties are under-staffed – hope to have new employees this year
- Contact Sarah if have any questions

WVCA: Ben Heavner reported on the following:

- Fence / Water Practice sign ups ended last week. Conducting field visits for ranking
- The Engineer has completed the designs for the winter area demonstration project

UPCOMING DATES: Finance Committee meeting 3/17/2021 @ 7 pm

Tree order packing 4/1 and Tree pick up 4/2

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:35 pm. Motion seconded by George Leatherman. Motion carried. The next regular meeting will be held on Wednesday, April 7, 2021 at 7:00 pm by teleconference.

Chairperson

Secretary

Date