



Potomac Valley Conservation District

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MINUTES OF MEETING **Teleconference** **April 7, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 7, 2021, by teleconference, due to restrictions over the coronavirus. The meeting was called to order at 7:05 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: Ed Martin, Jeremy Salyer, Cindy Shreve, Nadene Jewell, WVCA; Jerry Ours, WVDA

MINUTES: The minutes of the March 3, 2021 Board meeting were presented for review and approval. A motion was made by JW See and seconded by George Leatherman to dispense with the reading of the minutes of the March 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 March with the Board. See reviewed the report for the Co-Administered accounts as prepared by WVCA Fiscal Department. The General Fund report was incomplete – will take action on final report in May. A motion was made by Kent Spencer and seconded by J.W. See to approve the Co-Administered funds report for March and invoices paid during 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 March. A motion was made by JW See and seconded by David Parker to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in March. Motion carried.

FINANCE COMMITTEE MEETING: The Finance committee met on March 17, 2021 and prepared the FY22 Budget for the CDO Grant. The committee also recommended an adjustment in the rate of pay for the District employees. A copy of the committee recommendations and budget was distributed to the Board. Action to approve the recommendations and budget was taken during the special Board meeting on 3/17/2021.

INVOICE: The Board received an invoice in the amount of \$500.00 from WVU for the high tunnel project at Capon Bridge Elementary School. A motion was made by Ron Miller and seconded by Lois Carr to approve payment of the invoice in the amount of \$500 to WVU for the high tunnel project. Motion carried.

The Board reviewed the correspondence between WVCA, Ed Martin and the Mineral County Commission regarding the use of Patterson Creek Site #21 (owned by the county) for disposal of woody debris removed from several Patterson Creek dams. The commission approved the request to use the area for the debris.

CONSERVATION FARMER: The District received correspondence from the Newcomers – state Conservation Farm winner in 2019, that they have not been contacted by the dealership since December 2019 regarding the use of the tractor – part of the state farm award. Nadene forwarded the correspondence to WVCA and they followed up with Middletown Tractor Dealership. They indicated it was a mix up between the dealership and the manufacturing plant for the tractor. Steve Cronin with Middletown Tractor will contact the Newcomers and make arrangements for the tractor delivery. The supervisors requested to be made aware of the date the tractor will be delivered.

INVOICES – PATTERSON CREEK DRILLING: Two invoices for the drilling work on Patterson Creek Sites #27 and #47 were presented for payment approval: Patterson Creek Site #27 \$36,248.54 and Patterson Creek Site #47 \$27,312.80. Ed Martin reported that he will review the invoices and provide verification in the next week. Following some discussion, a motion was made by Ron Miller and seconded by JW See to approve payment of the two invoices #27 \$36,248.54 and #47 \$27,312.80, pending WVCA verification. Ron Miller and / or JW see to sign off on the invoices after WVCA verification. Motion carried.

LOR EMPLOYEE EXPENSES: Action was taken by motion of Kent Spencer to approve the LOR (letter of request of funds) in the amount of \$1,617.00 for reimbursement of the 3rd Quarter Employee Expenses and authorize the chair to sign and submit the LOR to WVCA. Motion seconded by Lois Carr. Motion carried.

PATTERSON CREEK SITE #49: Information was received from attorney, John Athey, to confirm property ownership on Patterson Creek Site #49. The attorney is still working on the agreement.

N/S MILL CREEK SITE #16: Discussion was held regarding the landowner request to fill the dry dam on N/S Mill Creek Site #16. Mark Roth contacted the District regarding the status of the request. The Board took action last fall on the issue and a letter has been drafted to send to the landowner. A motion was made by Kent Spencer and seconded by Lois Carr to approve the chair to sign the letter and send to the landowner. Motion carried.

PATTERSON CREEK DRILLING WORK: Ed Martin provided the Board with an update on the PC drilling work.

OUTLET CHANNEL SEDIMENT WORK: Ed Martin discussed the outlet channel sediment work with the Board. Work is needed on approximately 10 – 15 sites in the District. Discussion was held on how to proceed with the work – contract or offer to TVCD. A motion was made by Frank Weese and seconded by Ron Miller to table the issue until the May meeting – place on the May agenda. Motion carried.

PATTERSON CREEK DEBRIS REMOVAL: Ed Martin and several PVCD supervisors inspected the Patterson Creek dams and provided estimates for the debris removal work. Work orders have been provided to TVCD – waiting to hear back from them. Ron Miller indicated a copy of the estimates for the PC debris work were provided to the supervisors for review. Ron also indicated that TVCD will need to provide estimates for the o&m work on South Fork and Lost River dams. The suggestion was made to send an email to TVCD to ask about the status of the estimates for the PC debris work. A motion was made by David Parker and seconded by George Leatherman to delegate authority to Ron Miller and Kent Spencer to address the TVCD estimates. Motion carried.

LIME ON SOUTH FORK SITE# 14: Discussion was held regarding the need to apply lime on South Fork Site #14 Ron Miller indicated he and John Hicks will address the issue in near future. Charlotte also reminded that the grass can NOT be mowed on this site this year. Ed Martin indicated it will not be mowed.

LOST RIVER SITE #4: Ron Miller expressed concern over the public continuing to drive out on the jetty for fishing, etc. at Lost River Site #4. Public safety and liability concerns were discussed. The issue has been discussed in the past – it was noted that DNR is responsible for recreation at the site. Ed Martin offered to contact DNR regarding the issue.

WV DEPT OF AG – Compost Demo: Jerry Ours, WVDA, addressed the Board regarding a compost demonstration at the PVCD facility in Fisher. The issue was discussed during the March meeting. Jerry indicated since the March meeting another location has been identified for the demonstration. The site is more convenient for the demonstration. May request assistance from PVCD in the future. Supervisors expressed interest in the project and asked to be kept up to date.

PERSONNEL COMMITTEE: Frank Weese reported that the Personnel Committee had reviewed the applications received for the work crew positions. Interviews will be held next Wednesday, 4/14 at the shop in Fisher – 3 candidates will be interviewed. They will keep the Board updated.

AG ENHANCEMENT: Ron Miller reported on the state Ag Enhancement Committee meeting held on 3/29/21. The group approved the new funding allocation formula. It will be in effect for 3 years. Only 2 Districts voted against the formula.

CONSERVATION FARM CONTEST: Jeremy reported it is still unclear if there will be an area or state conservation farm tour. However, Districts are encouraged to identify / recognize local farms this year. Question was asked if a farm is recognized locally, and no area or state tour is held this year, can they run again next year. Jeremy indicated they could. No action taken to identify a farm – place on May agenda.

CONSOLIDATION OF AG ENHANCEMENT FUNDS: Cindy Shreve addressed the Board regarding the consolidation of Ag Enhancement funds in order to spend the older program funds. She indicated the Moorefield Town Park Project will be closed out and funds in the amount of \$190.12 will be moved to NPS 1656 BMP Implementation. Also consolidate \$3,961.86 from NPS 1743 to NPS 1656 BMP Implementation and \$6,628.22 from NPS 1743 to NPS 1693 BMP Implementation. Following some discussion, a motion was made by Kent Spencer and seconded by Ron Miller to approve the consolidation of the Ag Enhancement Program funds. Motion carried.

CREP OUTREACH: Cindy also addressed the Board regarding the use \$576.34 in funds to print CREP outreach brochures. A motion was made by Kent Spencer and seconded by Frank Weese to approve the use of the funds in the amount of \$576.34 for the CREP brochures. Motion carried.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Tree Sale – Thanked supervisors and staff that helped in sorting / packaging the tree orders last week. Really appreciate the help! Orders were picked up on Friday, 4/2. Over 3,400 trees sold. Several inquiries were made regarding a second pick up location next year.
- Poster / Photo Contest – Contest information and entry forms are posted on the PVCD webpage. The deadline for contest entries is 5/26/2021.

- NACD National Poster Winner – The District received a check and certificate for Angel Keplinger from the NACD. She is a student at Petersburg High School. Lois Carr volunteered to make arrangements to present the award to Angel at the school.

SUPERVISOR REPORT: Ron Miller reported on the following:

- The new Haybuster is in – the dealership will deliver to the shop in Fisher next Wednesday and pick up the old haybuster.
- Daily Rental Rate – Discussion was held regarding the daily rental rate for the rental equipment – people must use it when delivered – others are waiting. It was agreed to include a statement on the rental agreement “a daily rate may be assessed if equipment if not used in a timely manner, 3-5 days” It was also agreed that weather can be an issue at certain times – this will be considered. All in agreement to include in the agreement.
- Delivery Fee – may need to review / revise the delivery rates in the future.
- Mowing Demonstration – no date has been scheduled for the mowing demonstration yet – will let supervisor know when it is confirmed.
- Interviews will be held at the shop next week. Plan to begin work in early May. Will contact Adam and Jr regarding the start date.
- A landowner expressed concern that the brakes on the litter spreader did not work. Discussion on the issue – need to address.
- Ron and John are keeping tract of landowners who do not take care of the rental equipment.

AG ENHANCEMENT: Jeremy Salyer reported on the WVCA approvals for the following Fence Practice applications: **Lois Carr \$2,200.00 / JW See \$8,000.00 / John Hicks \$8,000.00.

The following Ag EP applications and payments were presented for approval:

Stoney Run Fence Applications: Susan Cook \$3,200 CS; Richard Hanlin \$8,000 CS; James Reed \$4,800 CS; Rod Ryan \$8,000 CS

A motion was made by Kent Spencer and seconded by Lois Carr to approve the Stoney Run Fence practice applications. Motion carried.

Fence / Water Applications: Bruce Alt \$2,700 CS; ** Lois Carr \$2,200 CS; Jack Hedrick \$3,500 CS; Sarah Johnson \$5,800 CS; ** John Hicks \$8,000 CS; **JW See \$8,000 CS; Jason Hicks \$8,000 CS; Triangle T LLC \$8,000 CS; Bill Mitchell \$8,000 CS; Jesse Mace \$8,000 CS; Matt Nesselrodt \$6,000 CS; Robert Moran \$7,000 CS; Zachary Smith \$8,000 CS; Todd Fansler \$3,500 CS

Lime Applications: Adam Goldizen 75 acres 200.78 tons \$4,015.60 CS; David Davis 41 acres 105.25 tons \$2,105.00 CS; Terry Alkire 22.1 acres 55.05 tons \$1,101.00 CS; Darren Thorne 70.65 acres 143.79 tons \$2,875.80 CS; Norval Woods 32.4 acres 96.75 tons \$1,935.00 CS; Luci Raines 454.8 acres 102.76 tons \$2,055.20 CS; Peyton Umstot 34 acres 102 tons \$2,040.00 CS; Glenn Oates 75 acres \$160.84 tons \$3,216.80 CS

A motion was made by Frank Weese and seconded by Kent Spencer to approve the Fence / Water and Lime applications as presented. Motion carried.

** Supervisors / Staff – approvals made by WVCA

Frost Seeding Payments: *Jeff Richman 11.93 acres \$119.30 CS; Smith Farms 75 acres \$750 CS; Bill Mitchell 75 acres \$750 CS; Charles Armentrout 75 acres \$750 CS; Paige Alexander 75 acres \$750 CS; ** Gerald Sites 75 acres \$750 CS; Ben Heavner 35.7 acres \$357 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; 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; Terry Alkire 75 acres \$750 CS; Kelly Williams 75 acres \$750 CS; Sam Williams 75 acres \$750 CS; ** Ron Miller 75 acres \$750 CS; Carl Hevener 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; Viola Riggleman 37.25 acres \$372.50 CS; Davis Farm – Guy Davis 75 acres \$750 CS; Peyton Umstot 52.6 acres \$526 CS; Allen Kile 38.9 acres \$389.00 CS; Raymond Wilkins 46.8 acres \$468.00 CS*

A motion was made by Kent Spencer and seconded by Lois Carr to approve the Frost Seeding payments. Motion carried.

Litter Transfer Applications: *Allen Evans 250 tons \$2,500 CS; Scott Rightsell 250 tons \$2,500 CS; Greg Smith 250 tons \$2,500 CS*

Litter Transfer Payments: *Bernice Hedrick 81.17 tons \$811.70 CS; Rock Evick 170 tons \$1,700.00 CS*

A motion was made by Frank Weese and seconded by Brian Dayton to approve the Litter Transfer applications and payments. Motion carried.

FARMLAND PRESERVATION BOARDS: Discussion was held regarding the need for PVCD to select new appointees to the Farmland Preservation Boards in several counties. It was requested to place the issue on the May meeting agenda for Board action.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- HB2633 approved by the House of Representatives and the Judicial Committee
- Encouraged supervisors to reach out to representatives to support the House Budget – the senate budget includes a cut).
- Other issues already covered during the meeting.

WVCA: Cindy Shreve reported that Tanner McNeilly resigned – last day was 3/26/21. The opening for the position closed today – hope to interview in the near future. An intern position is also being hired – interviews to be held.

WVACD: Lois Carr reported on the upcoming WVACD Spring Quarterly Meeting on April 19 – 20, 2021 at Stonewall Resort. A farm tour and meal are being held during the meeting. She has been serving on an audit committee. PVCD supervisors planning to attend the meeting: Lois Carr, Ron Miller, Gerald Sites, David Parker, and Frank Weese.

EQUIPMENT: Discussion was held regarding the sale of the Brillion Seeders. The Board decided in January to sell both Brillion seeders – concern over transporting on the road due to the size. Following the discussion, it was agreed to sell both Brillion seeders by sealed bid. Post the notice of the sale in local newspapers – sold “as is”. Bids accepted until 4/30/21. Will park them at the shop for inspection. Include Ron Miller’s number in the advertisement for questions. Bids will be opened on May 3 or 4. All in agreement for the advertisement and sale of the two Brillion seeders.

There being no further business, the meeting adjourned by motion of Kent Spencer at 8:15 pm. Motion seconded by Lois Carr. Motion carried. The next regular meeting will be held on Wednesday, May 5, 2021 at 7:30 pm by teleconference.

Chairperson

Secretary

Date