



Potomac Valley Conservation District

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MINUTES OF MEETING

Teleconference

May 5, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, May 5, 2021, by teleconference. 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, Gerald Sites, Lois Carr and David Parker

OTHERS: Ed Martin, Jeremy Salyer, Cindy Shreve, Ben Heavner, Nadene Jewell, WVCA; Becky Royal, Suzy Funka-Petry, NRCS

MINUTES: The minutes of the April 7, 2021 Board meeting were presented for review and approval. A motion was made by George Leatherman and seconded by David Parker to dispense with the reading of the minutes of the April 7, 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 April with the Board. See reviewed the report for the Co-Administered accounts as prepared by WVCA Fiscal Department and the General Fund and CDO Grant reports as prepared by accountant William Lipps. The balance sheet for the March reports was still not received by Mr. Lipps. A motion was made by JW See and seconded by Kent Spencer to approve the Co-Administered funds report and the General Fund and CDO reports for April and invoices paid during the month. Motion carried. The General Fund information for March will be addressed in June.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of April. A motion was made by Kent Spencer and seconded by JW See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in April. Motion carried.

DATE FOR FINANCE COMMITTEE MEETING: The Finance committee will meet on Wednesday, May 26, 2021 at 7:30 pm by teleconference to prepare the FY22 District Operating Budget. A meeting notice with call in information will be sent to the supervisors.

INVOICE: The Board reviewed an invoice in the amount of \$361.65 from Weimer for maintenance completed on the Chevy truck. A motion was made by Frank Weese and seconded by Brian Dayton to approve payment of the invoice in the amount of \$361.65 to Weimer. Motion carried.

LORs: Board action was taken by motion of Kent Spencer to approve the following LORs (letters of request) for funds and authorize the chair to sign and submit to WVCA:

7/1 2021	1 st Qrt	\$42,469.00	<i>CDO Operating \$19,000.00 / Supervisor Support \$ 23,469.00</i>
10/1/2021	2 nd Qrt	\$23,398.00	<i>CDO Operating \$ 6,634.00 / Supervisor Support \$ 16,764.00</i>
1/1/2022	3 rd Qrt	\$23,397.00	<i>CDO Operating \$ 6,633.00 / Supervisor Support \$ 16,764.00</i>
4/1/2022	4 th Qrt	\$16,691.00	<i>CDO Operating \$ 6,633.00 / Supervisor Support \$ 10,058.00</i>

Motion seconded by Brian Dayton. Motion carried.

INVOICE: Cindy Shreve reviewed the invoice for CREP materials. Board action was taken by motion of Brian Dayton to approve payment in the amount of \$576.00 to WVDA from Chesapeake Bay funds for the CREP materials. Motion seconded by Kent Spencer. Motion carried.

INVOICE: Ron Miller reviewed the invoice from Sunset Outdoor Equipment in the amount of \$3,204.49. It was for the purchase of a rake and chains for the Ventrac mower. The chains were purchase last fall, but not invoiced. A motion was made by Ron Miller and seconded by George Leatherman to approve payment in the amount of \$3,204.49 to Sunset Outdoor Equipment. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$700 from Tri County Tool Rental. Ron Miller reported it was for the rental of equipment to assist with the debris removal work on the Patterson Creek dams. A motion was made by Gerald Sites and seconded by Lois Carr to approve payment in the amount of \$700 to Tri County Tool Rental. Motion carried.

EMERGENCY ACTION PLAN – STATEMENTS OF REVIEW: The Board reviewed the statements of review for the South Fork Emergency Action Plans. A motion was made by George Leatherman to approve them and authorize the chair to sign and submit to Dam Safety. Motion seconded by Gerald Sites. Motion carried.

PATTERSON CREEK SITE #49: Discussion was held regarding the draft agreement between the District and the landowner on Patterson Creek Site #49. Attorney, John Athey reviewed the document and inquired if it will need to be recorded. Following some discussion, the Board agreed it should be recorded in order to remain a part of the deed for the property. Also need to follow up with the attorney regarding the amount of billable hours for the project. A motion was made by Ron Miller and seconded by David Parker to approve Attorney, John Athey finalize the document and complete the legal recording process. Motion carried. Ed Martin reported that WVCA will need to review the document and be included in the process.

PATTERSON CREEK SITE #3 CATTLE GUARDS: Gerald Sites reported that he is continuing to work with local legislators on the repair of the cattle guards on Patterson Creek Site #3. Having issues with DOH but will continue to pursue it.

N/S MILL CREEK SITE #16: The landowner on N/S Mill Creek Site #16 contacted the District regarding the need for a gate repair on the dam. A site visit has been conducted and Ed Martin reported the gate does need replaced. Discussion was held on the issue. It will be included on the o&m work order and completed by the PVCD crew this season.

PATTERSON CREEK DRILLING WORK: Ed Martin reported the drilling work is complete on the three Patterson Creek dams. Invoices received from Potesta for work completed on PC Sites #27 and #47 have

been verified. Have not received the invoice for work on PC Site #14. Ron Miller indicated he visited the sites.

OUTLET CHANNEL SEDIMENT WORK: Ed Martin reported on the outlet channel work – will be completed in late summer. He will have information ready for the June Board meeting – place on the agenda.

PATTERSON CREEK DEBRIS REMOVAL: Ed Martin reported the PVCD crew has completed debris removal work on 5 of the dams. Southern Conservation District did provide an estimate for the remaining work on 10 dams. WVCA and SCD agreed on the estimate of \$37,707.50 for the work. Ed also addressed additional work needed on Patterson Creek Site #28. Southern CD submitted an estimate of \$5,100 to complete the work on PC#28. Discussion was held on the issue. Following the discussion, a motion was made by Gerald Sites and seconded by Ron Miller to accept the estimates from Southern Conservation District: \$37,707.50 plus the additional \$5,100 for PC #28 and approve them to complete the debris removal work. Motion carried.

LOST RIVER SITE #4: Concerns over the public driving on the jetty located at Lost River Site #4 were expressed during the April meeting. Ed Martin contacted DNR regarding the issue – did not receive positive feedback. Discussion was held by the Board and they agreed a barrier should be installed. The suggestion was made of installing jersey walls instead of guard rails – this would provide a better barrier. Need to investigate prices and availability. Ron agreed to meet with Ed at the site and determine what option would work best. Ed Martin also reported that Southern Conservation District is willing to complete the debris removal on Lost River Site #4. Too much debris for PVCD crew to remove. Board in agreement for Southern CD to provide an estimate for the work.

N/S MILL CREEK SITE #3: Ed Martin reported the landowner on N/S Mill Creek Site #3 inquired about fence maintenance on the site. Need to review the easement regarding the issue.

SOUTH FORK SITE #5: Ed Martin reported the seep repair work on South Fork Site #5 will be completed this year. The job showing should be held in June or July and the work completed in August.

SOUTH FORK SITE #14: Ron Miller reported the lime has not been applied on South Fork Site #14. The grass is too tall at this point, but it will be applied this year after the hay is made. Will notify the landowner.

PERSONNEL COMMITTEE: Ron Miller reported the Personnel Committee met prior to the Board meeting. He reviewed the committee report: three crew members returned from last year and one new employee was hired. They have completed debris removal on 5 dams over the past two weeks. Plan to begin mowing on the Lost River dams next week.

EQUIPMENT COMMITTEE: The Equipment committee also met prior to the Board meeting. Ron Miller reviewed the committee report with the Board:

- TVCD will not be completing o&m work this year. Their employees quit and are working for a private company. They contacted the District regarding the o&m work, but they would need to bid as any other private company. PVCD in the process of working with Southern CD to complete the o&m work.
- A rake for the Ventrac was purchased from Sunset Outdoor Equipment to use with the debris removal work – reviewed the invoice in the amount of \$3,204.49. Also purchased chains for the Ventrac mowers. Committee in agreement for payment.

- Invoice from Tri County Tool Rental in the amount of \$700 for rental of a skid steer – needed for the debris removal work. Committee in agreement for payment.
- Need to purchase a new mowing deck for the o&m work this season. Committee in agreement – recommend the purchase of a new mowing deck to the Board
- The new haybuster was received and is being rented.
- The shaft on the litter spreader broke – John and Ron inspected. Landowner to be invoiced for the repair.
- Kent Spencer reported the shaft on the new litter spreader is too long – needs to be shortened.
- The new Land pride seeder has not been received yet – waiting to hear back from the dealership
- The question was asked if the haybusters can be rented for use on pastures as well as hay ground. Committee in agreement to rent the haybuster on pasture ground as well as hay ground.
- Bids received for the Brillion Seeders: High bid for Seeder #1: \$3,600 submitted by Mike Rudolph and on seeder #2: \$1,650 submitted by Mitch Moran. The committee recommends the award of the bids for the Brillion seeders.
- Problems with truck last week – needed to repair the clutch. Garage unable to get truck in for 2 – 3 weeks. Ron completed the repairs.
- The neighbor to the shop in Fisher assisted with debris disposal. Discussion was held regarding the trade of rental of the poultry crusher for the work completed. Committee in favor.

A motion was made by George Leatherman and seconded by Gerald Sites to accept the Personnel and Equipment Committee recommendations. Motion carried.

FARMLAND PROTECTION BOARD APPOINTMENTS: The Board discussed appointments to the Mineral and Grant County Farmland Protection Boards. Brian Dayton will need to step down in June from the Mineral County Board. Kent Spencer is willing to serve. A motion was made by JW See and seconded by Lois Carr to appoint Kent Spencer as the PVCD representative on the Mineral County Farmland Protection Board effective July 1, 2021. Motion carried.

Frank Weese indicated he would like to step down from the Grant County Farmland Protection Board. Following some discussion, Gerald Sites offered to fill the position. A motion was made by George Leatherman and seconded by Frank Weese to appoint Gerald Sites as the PVCD representative on the Grant County Farmland Protection Board effective July 1, 2021. Motion carried.

CONSERVATION FARMER: Jeremy Salyer reported there will be a Conservation Farm contest this year. The name of the District farm must be submitted by the next meeting. Supervisors asked for assistance from NRCS in identifying a farm. Place on the June agenda.

WINTER FEEDING DEMONSTRATION PROJECT: Ben Heavner reported on the demonstration project. A site visit was held this week. Should have the final template by July. The engineer finalizing the design and in the process of identifying grasses for the site. Suzy Funka-Petry inquired if NRCS standards be utilized for the project. Cindy Shreve responded that NRCS standards are not used for all of the state AgEP practices.

PASTURE WEED MANAGEMENT PILOT PROJECT: Ben Heavner reported there has been little interest expressed in the Pasture Weed Management Pilot Project – only two inquires received to date in PVCD. He indicated the committee has proposed the extension of the sign-up period until May 31, 2021. Following

some discussion, a motion was made by Lois Carr and seconded by Gerald Sites to approve the extension of the sign-up deadline for the Pasture Weed Management Pilot Program until 5/31/21. Motion carried.

FY22 LOCAL WORK GROUP: Becky Royal reported on the FY22 Local Work Group. It will be conducted through email communication this year. Reviewed concerns for smaller farms – need to address in future. Participants should provide feedback & comments on areas of concern.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Entries for the poster / photo contests accepted until 5/26/21. Information on the contests on the District webpage.
- Equipment rental agreement for the 2021 season were mailed in early April. Did include a statement regarding the assessment of a daily rate if equipment not used in a timely manner.
- Karen Stickley retired on May 1. She worked with the District for many years and will be missed.

BIDS ON THE BRILLION SEEDERS: Ron Miller reviewed the bids received on the Brillion Seeders. Four bids received. The high bids were: Seeder #1, \$3,600 and Seeder #2, \$1,650.00. Following the discussion, a motion was made by George Leatherman and seconded by Gerald Sites to approve the bids and the sale of the Brillion Seeders. Motion carried.

EQUIPMENT PURCHASE: Ron Miller reported on the purchase of the rake and new mowing deck for the Ventrac. Both items are needed for the 2021 o&m season. It was also reported the office received a request from a landowner to mow their lot. The Board agreed the crew does not have time to mow for private individuals – need to focus on o&m work on the dams.

WVACD: Lois Carr and Ron Miller reported on the WVACD Quarterly Meeting held on April 19-20, 2021:

- PVCD had a scholarship winner – do not have the student's name yet
- Items requested for the scholarship auction in the Fall – request photos of the items be sent
- Request for Districts to send a letter of support and the importance of the soil testing labs
- Legislative report - proposed cut – able to get funding back
- 713U agreements – Jeremy discussed the program. Supervisors also reviewed the program
- Farm Tour and Dinner held during the meeting
- Several PVCD supervisors attended the meeting

CREW REPORT: Ron Miller reported that John Hicks has been very busy with delivery of the rental equipment this month. Working 2 -3 days per week.

AG ENHANCEMENT COMMITTEE: The AgEP committee recommendations were reviewed. The committee agreed on the AgEP practices for FY22 – Lime, Invasive Species, Hay Reseeding, Hay Establishment, HUAP Concrete Pads for Poultry Houses and Frost Seeding. They also added three new practices: Pasture Reseeding, Nutrient Management and Deer Exclusion Fence. Ben reviewed the guidelines for the new practices – others remain the same. Practices funded through the Chesapeake Bay include: Cover Crop and Litter Transfer – guidelines remain the same in FY22. Following some discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve the Ag Enhancement Committee recommendations and practices for FY22. Motion carried.

FY22 AG ENHANCEMENT AGREEMENT: The AgEP committee also reviewed / finalized the agreement for FY22 Ag Enhancement Program. A motion was made by Ron Miller and seconded by Kent Spencer to approve the agreement and authorize the chair to sign and submit the document to WVCA. Motion carried.

AG ENHANCEMENT: The following AgEP payments & applications were presented for approval:

Lime Payments: Glenn Oates 160.77 tons \$3,215.40 CS; Norval Wood 94.69 tons \$1,325.66 CS; Matt Teets 137.25 tons \$ 2,745.00 CS

Frost Seeding Payments: Allen Kile 38.9 acres \$389.00 CS; Brad Heavner 7.8 acres \$78.00 CS; Lowell Hedrick 25.8 acres \$258.00 CS; James Ford 25 acres \$250.00 CS

Hay Reseeding: Roland Souder 33.56 acres \$ 1,678.00 CS; Rodney Funkhouser 15.7 acres \$785.00 CS

Hay Establishment: Charles Armentrout 25 acres \$3,125.00 CS

Litter Transfer Application: Jacob Griffin 250 tons \$2,500 CS

Litter Transfer Payments: _ Greg Smith 250 tons \$ 2,500 CS; Scott Rightsell 250 tons \$2,500 CS; Roscoe Alexander 150 tons \$1,500 CS

A motion was made by Gerald Sites and seconded by Lois Carr to approve the Ag Enhancement application and payments. Motion carried.

CREP: The following CREP payments for new enrollments were presented for approval:

Name	Acres	CREP	CBIP
Sam L. Harper III	7.50 acres	\$255.00	\$300.00
Sam L. Harper III (50%)	3.10 acres	\$ 52.70	\$ 62.00
George T. Harper (50%)	3.10 acres	\$ 52.70	\$ 62.00
Little Em Cattle Company	14.02 acres	\$476.68	\$560.80
E. Hope Allen Yankey	22.89 acres	\$778.26	\$915.60

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the CREP payments. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- HB 2633 passed – clarification of the definition of conservation – reviewed with the Board
- Reviewed current COVID operations status
- Conservation Farm information – need name / information as soon as possible. Dates for the Area Tour July 19 – 23, 2021

NRCS: Becky Royal reported on the following:

- Becky is acting District Conservationist in Hampshire and Mineral Counties – Christi Hicks on temporary detail – Resource Conservationist in Kentucky
- Review / ranking Contracts
- CSP and CREP Programs
- Jacob Metcalf, Soil Conservationist in Mineral County received offer to work in Garrett County, MD
- Dylan Kesner, WV DOF, received offer with NRCS in Alleghany County, MD

Ron Miller expressed concerns over condition of concrete poured in cattle buildings. May need additional training with contractors. Suzy Funka-Petry will review with NRCS engineer.

NRCS: Suzy Funka-Petry reported on the following:

- Reviewed current COVID operations status / 50% employee capacity / appointments with producers
- Filling vacancies in Petersburg and Moorefield offices
- Becky Royal is acting DC in Mineral and Hampshire Counties / Christi Hicks on temporary detail
- Pathway's employee to begin work in Keyser office 6/7.

NEWCOMER TRACTOR: Ron Miller inquired about the status of the tractor presentation for the Newcomers. Jeremy indicated the dealership is working with them to get the tractor. Will follow up to confirm.

AG ENHANCEMENT: Ron Miller suggested that reminder letters should be sent to producers regarding the completion deadline for the AgEP practices. The deadline is May 28, 2021. Ben Heavner offered to send the letters.

WVACD: Lois Carr reported the WVACD Operations Committee voted to hold area partnership meetings. This will include members from all of the conservation partners. The first meeting will be held on July 9, 2021 and will be held virtually. All District Chairpersons invited to participate. Our area will include EPCD, PVCD, TVCD and MON CD.

UPCOMING DATES: Finance Committee meeting 5/26/21 at 7:30 pm.

PVCD Board Meeting 6/2/21 at 7:30 pm

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:25 pm. Motion seconded by Gerald Sites. Motion carried. The next regular meeting will be held on Wednesday, June 2, 2021 at 7:30 pm by teleconference.

Chairperson

Secretary

Date