



Potomac Valley Conservation District

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

MINUTES OF MEETING

Teleconference

June 2, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, June 2, 2021, by teleconference. The meeting was called to order at 7:33 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, Griff Yokum, Nadene Jewell, WVCA; Becky Royal, Sarah Taylor-Goldizen, NRCS

MINUTES: The minutes of the May 5, 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 May 5, 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 May 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 has still not been 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 May and invoices paid during the month. Motion carried. The General Fund information for March will be addressed next month.

INVOICE: Board action was taken on payment in the amount of \$525.00 to William Lipps CPA for bookkeeping services in the month of May. A motion was made by Kent Spencer and seconded by Lois Carr to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in May. Motion carried. The Board requested that payment not be made to Mr. Lipps until the March balance sheet report is received.

FINANCE COMMITTEE RECOMMENDATIONS: The Finance committee met on Wednesday, May 26, 2021 by teleconference to prepare the FY22 District Operating Budget. The Board reviewed the committee recommendations and the FY22 District Operations Budget. Following the discussion, a motion was made by JW See and seconded by Lois Carr to approve the committee recommendations and the FY22 Budget as presented. Motion carried.

CORRESPONDENCE: INVOICE - The Board reviewed a revised invoice in the amount of \$236.16 from the WV Department of Agriculture for the printing of the CREP brochures. The amount of the invoice was revised from the previous month. Payment from the Chesapeake Bay funds will zero out older grant funding. A motion was made by Ron Miller and seconded by Lois Carr to approve payment to WVDA from the Chesapeake Bay funds in the amount of \$236.16. Motion carried.

INVOICE: Board action was taken by motion of Kent Spencer to approve payment of the invoice in the amount of \$235.04 for the purchase of seeds for the pollinator project with the Grant County Parks and Recreation. Motion seconded by Lois Carr. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$8,912.50 received from the engineering firm, CEC for work completed on the South Fork dams. WVCA watershed staff have reviewed the invoice and provided verification of the work. A motion was made by JW See and seconded by Kent Spencer to approve payment in the amount of \$8,912.50 to CEC. Motion carried.

LOST RIVER ASSESSMENTS: Sarah Taylor-Goldizen reviewed the assessment process for the Lost River dams #4, 10 and 27. The process will be completed by NRCS. The District must complete and submit SF424 forms. Discussion was held regarding the issue. NRCS will provide the forms and assistance as needed. A motion was made by George Leatherman and seconded by Ron Miller to approve moving forward with the assessment process and authorize the chair to complete, sign and submit the SF424 forms. Motion carried.

PATTERSON CREEK SITE #49 AGREEMENT: The Board reviewed the revised agreement with the landowner on Patterson Creek Site #49. Attorney, John Athey revised the agreement so it can be recorded following the signatures. Ed Martin discussed the WVCA & NRCS review process. Will get back with the Board following the review – may need to call a special meeting. Discussion was held regarding the invoice received from Mr. Athey. The invoice in the amount of \$585.00 covers March 1 – May 31, 2021. The total amount billed for the PC#49 project to date is \$810.00. Following some discussion, a motion was made by George Leatherman and seconded by Kent Spencer to approve payment in the amount of \$585.00 to John Athey for legal services. Motion carried.

PATTERSON CREEK DRILLING WORK: Ed Martin discussed the drilling work on the Patterson Creek dams. Work continues on the analysis to complete the assessment.

OUTLET CHANNEL SEDIMENT WORK: Ed Martin discussed the outlet channel work. He inquired if the Board would be interested in obtaining a quote from Southern Conservation District for this work. Following some discussion, the Board was in agreement to obtain an estimate from Southern CD for the outlet channel sediment work. A motion was made by JW See to appoint PVCD Supervisors, George Leatherman, Ron Miller and Frank Weese, to work with Ed Martin on the outlet channel work negotiation. Seconded by David Parker. Motion carried.

LOST RIVER SITE #4: Ed Martin reported on the discussion held last month to install barrier at the entrance to the jetty on Lost River Site #4. He contacted DNR regarding the issue, they are not receptive to assisting with the installation of a barrier. Discussion was held on the issue. The Board is concerned over public safety when driving out on the jetty. Ron Miller indicated people continue to drive onto the jetty, its not safe. The Board discussed the installation of a cable at the entrance of the jetty to prevent cars from driving on it. All agreed on the installation of a cable, if does not prevent people from accessing the jetty,

then will pursue the installation of a concrete barrier. Will also discuss with DNR officials. A motion was made by George Leatherman and seconded by David Parker to approve the installation of a cable at the entrance of the LR#4 jetty and install signs at the site. Motion carried.

SOUTH FORK MOWING: Ed Martin reported the quote has been received from Southern Conservation District for the o&m mowing on the South Fork dams. The quote from SCD is \$105,850.00. The WVCA estimate is \$89,000; TVCD was paid \$98,676 for the o&m work completed last year. Discussion was held regarding the work and the estimate. The Board requested for Ed Martin to negotiate with Southern CD on the price – need to get it down in order to move forward. A motion was made by Ron Miller and seconded by JW See to set a target price of \$96,500 for negotiation with Southern CD. If unable to reach an agreement, will proceed with contracting the South Fork o&m work. Motion carried.

PATTERSON CREEK SITE #21: Ed Martin reported on the use of the Patterson Creek Site #21 for debris disposal. The access area to the site is on Knobley road. The gate needs to be relocated – recessed in order to access the area safely. Also need to replace a culvert. The PVCD crew is not able to complete this work. Discussion was held regarding the need to contract the work – could request a quote from John Hicks to complete the work. A motion was made by Ron Miller and seconded by Kent Spencer to complete the work of relocating the entrance / gate by 25 feet on Patterson Creek Site #21. Motion carried. A motion was made by Ron Miller and seconded by Kent Spencer to request a quote from John Hicks to complete the entrance relocation work on Patterson Creek Site #21. Motion carried.

SOUTH FORK SITE #5: Ed Martin discussed the seep repair work to be completed on South Fork Site #5. The final report for the work has been sent to NRCS engineering division for review. Should be finished the review in July. Hope to have the design / work plan for the Board to review in July and be ready to contract the work by late summer.

NEW CREEK SITE #17: Ron Miller reported on the teleconference held on May 27, to discuss the New Creek Site #17 rehabilitation assessment. Ron and Charlotte participated in the teleconference – NRCS provided an update on the work. NRCS did request assistance from the Board to locate fill for the site. They will have another meeting in the near future.

NEW WATERSHED EMPLOYEE: Ed Martin introduced Griff Yokum; he is the new Watershed Manager in the Romney watershed office. He will oversee watershed issues in the Potomac Valley CD area. Mr. Yokum addressed the Board. He lives in Pendleton County. The supervisors welcomed him – look forward to working together in the future.

LOCAL WORK GROUP: Sarah Taylor-Goldizen addressed the Board regarding the Local Work Group. The suggestion was made by NRCS to hold an in-person meeting for the local work group this summer. Can hold it in July / August at one of the local parks – Brighton Park in Hardy County was suggested. Sarah discussed FCA (Focus Conservation Approach) and requested input on practices to address local needs. Discussion was held regarding possible dates for the meeting – should look at available dates the last 2 weeks in July. Sarah will check availability and report back.

EDUCAITON COMMITTEE: The PVCD Education Committee met prior to the Board meeting to review the entries in the conservation photo contest. Three photos were received. The group reviewed the entries and selected an overall winner – “Monarch Butterfly.” A motion was made by Kent Spencer and seconded

by Lois Carr to approve the education committee recommendations and the photo contest winning entries. Motion carried.

NRCS STATE CONSERVATIONIST TOUR: Discussion was held regarding the NRCS State Conservationist visiting the PVCD area in July. He plans to visit and tour the southern PVCD counties (Grant, Hardy and Pendleton) on 7/14 and the Northern PVCD counties (Hampshire and Mineral) on 7/15. He plans to meet with staff and supervisors and visit several sites. Supervisors can meet with him at their respective county offices or during the farm visit at Lucas Newcomers on 7/15. The supervisors agreed to meet with him during the Newcomer farm visit on 7/15. The visit is tentatively scheduled for 10 am on 7/15 - need to confirm with Lucas Newcomer. NRCS to finalize the tour and send information to PVCD.

CONSERVATION FARMER: Discussion was held regarding a farm from PVCD for the conservation farm program. Sarah Taylor-Goldizen reported that Calvin Stump from Grant County is interested in the program. He has worked with NRCS on several practices and with Trout Unlimited on programs. Jeremy Salyer reported there is the potential for an area tour in July – has not confirmed a date. Districts are encouraged to recognize farms on the local level. Farmers can be nominated again next year if no state tour is held. Sarah will confirm with Mr. Stump. Supervisors in agreement to select Mr. Stump as the PVCD conservation farm.

SOIL TRAILER / OUTREACH MATERIALS: Nadene reviewed the summary of outreach materials distribution. Aimee Figgatt from WVCA in Charleston oversaw the distribution of the materials to local schools last week. Appreciate help provided by staff and supervisors with the materials. Aimee will also be in PVCD next week with the soil trailer. Ron Miller purchased a voucher for use of the soil trailer during the WVACD auction last fall. He would like to use it for the trailer this summer. Lois Carr inquired about the District providing reimbursement to Ron for the purchase of the voucher. Ron said that was not necessary.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- District Newsletter – Plan to prepare and distribute the PVCD newsletter in June. Will include information on the Ag Enhancement sign ups, equipment rentals, Envirothon Team recognition and photo contest entries. Nadene discussed the previous cost for printing and postage of the newsletter. Following the discussion, a motion was made by Ron Miller and seconded by Lois Carr to approve the distribution (printing & postage) of the newsletter. Motion carried.
- Workers Compensation Renewal – The cost of the workers compensation policy annual renewal is \$1,476.00. Policy effective date is 7/1/2021. A motion was made by Kent Spencer and seconded by Lois Carr to approve payment in the amount of \$1,476.00 for the annual renewal of the PVCD workers' compensation policy. Motion carried.

PVCD SUPERVISOR REPORTS: Ron Miller reported on the following items:

- Repairs needed to the Ventrac mowers last week. Both mowers had some issues.
- The smaller haybuster that was ordered should be received by mid-July
- The crew is working well – completing o&M work on the N/S Mill Creek dams in Grant County
- WVACD auction items – discussion was held regarding items for the auction – Board in favor of the Potomac Eagle Train tickets and the basket of local items (jams, dressing, honey, etc.). Requested for Nadene to check on the items and report back.

PASTURE WEED MANAGEMENT PROGRAM: Jeremy Salyer reported the program is moving slowly. Will have additional information next month.

AG ENHANCEMENT: The Ag Enhancement Committee met on 5/26/2021 – the committee recommendations were reviewed by the Board. A motion was made by George Leatherman and seconded by Lois Carr to approve the Ag Enhancement committee recommendations. Motion carried.

AG ENHANCEMENT FY22 LOR: Action was taken by motion of David Parker to approve the LOR (letter of request for funds) in the amount of \$119,000.00 for FY22 Ag Enhancement and authorize the chair to sign and submit the LOR. Motion seconded by Lois Carr. Motion carried.

AG ENHANCEMENT: The following payments were presented for approval:

Lime Payments: *Darren Thorne 144.64 tons \$2,875.80 CS; Terry Alkire 56.13 tons \$770.70 CS; John Pratt 77.74 tons \$1,554.80 CS; Spade Land & Livestock – Christine Whipp \$171.2 tons \$3,424.00 CS; Bruce Alt 129.46 tons \$2,576.25 CS; Melissa Malcolm 16 tons \$320 CS*

Invasive Species Payments: *Andrew Seldon \$416.44 CS; Frank Seldon \$416.44 CS; Eric Hartwig \$422.17 CS; Ben Heavner \$461.47 CS; Melissa Malcolm \$151.26 CS; Carol Webb \$ 300.88 CS; Isaiah Smith \$500 CS; Diane McMarrow \$500 CS; Berlin Harper \$500 CS; Doug Wimer \$500 CS; Joe Mathias \$276.88 CS; Hollis Ours \$149.94 CS; Brett Fansler \$333.22 CS; Lynise Fansler \$333.22 CS; Tom Phares \$108.74 CS; Dwight Hott \$ 159.46 CS; Brent Ebert \$342.09 CS*

Frost Seeding Payments: *Bruce Hyre Jr. 75 acres \$750.00 CS; Daniel Rollins \$ 750.00 CS; James W See Jr. 75 acres \$750 CS; ** James W. See III 75 acres \$750 CS; Trista See 26.53 acres \$265.30 CS*

Hay Reseeding Payments: *** Charlotte Hoover 23.3 acres \$1,165.00 CS; Frank Seldon 40.8 acres \$2,040.00 CS; Bruce Alt 44.41 acres \$2,220.50 CS; Jim Martin 23.3 acres \$1,165.00 CS; Brent Titus 33.88 acres \$1,694.00 CS; Bill Martin 38.2 acres \$1,910.00 CS; Jason Hicks 13 acres \$650 CS; Roland Souder 33.56 acres \$ 1,678 CS*

Hay Establishment Payment: *** James W. See III 12.91 acres \$1,613.75 CS;*

HUAP Concrete Pad Payments: *Andrew Seldon \$5,000 CS; Steve Lambert \$5,000 CS*

Summer Annual Seeding Payments: *James Ford 25 acres \$ 1,250 CS; Stephan Cremann 9.35 acres \$450 CS; Sam Williams 14.5 acres \$ 725 CS; Joe Mathias 38.65 acres \$1,932.50 CS; Daniel Rollins 39.17 acres \$ 1,958.50 CS; Willie Haggerty 20 acres \$1,000 CS; Baker Farms 50 acres \$ 2,500 CS*

Division Fence Payment: *Bruce Alt \$2,503.08 CS*

Litter Transfer Payments: *Nathan Griffin 250 tons \$2,500 CS; Jacob Griffin 250 tons \$2,500 CS; Sandra Ours 250 tons \$2,500 CS*

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

**** James W. See III and Charlotte Hoover abstained from discussion and action on the payments.**

Discussion was held regarding action on additional AgEP payments. If needed, a special meeting will be held. Nadene will contact supervisors if special meeting is needed.

WVCA: Jeremy Salyer reported on possible change for phone system in the future. Will provide more information if needed. PVCD does have own phone line and pays a monthly bill. May not affect PVCD.

NRCS: Sarah Taylor-Goldizen reported a new Soil Conservationist has been hired, Elizabeth Ruddle. She begins work in Petersburg office on 6/21/21.

There being no further business, the meeting adjourned by motion of Kent Spencer at 9:12 pm. Motion seconded by JW See. Motion carried. The next regular meeting will be held on Wednesday, July 7, 2021 at 7:30 pm by teleconference.

Chairperson

Secretary

Date