



Potomac Valley Conservation District

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MINUTES OF MEETING

Teleconference

July 7, 2021

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, July 7, 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, Gerald Sites, Lois Carr and David Parker

OTHERS: Ed Martin, Jeremy Salyer, Cindy Shreve, Ben Heavner, Davin White, Nadene Jewell, WVCA; Mckenze Poling, NRCS

MINUTES: The minutes of the June 2, 2021, Board meeting were presented for review and approval. A motion was made by J.W. See and seconded by David Parker to dispense with the reading of the minutes of the June 2, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the June 14, 2021, special 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 June 14, 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 June 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. He also reviewed the balance sheet for the March received by Mr. Lipps. A motion was made by JW See and seconded by Lois Carr to approve the Co-Administered funds report and the General Fund and CDO reports for June and invoices paid during the month and the General Fund reports for March. 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 June. A motion was made by Gerald Sites and seconded by JW See to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in June. Motion carried.

CORRESPONDENCE: INVOICE - The Board reviewed an invoice in the amount of \$44,511.60 from Potesta & Associates for drilling work on Patterson Creek Site #14. Ed Martin discussed the work completed on the site. A motion was made by Ron Miller to approve payment in the amount of \$44,511.60 to Potesta for

drilling work on Patterson Creek Site #14, pending WVCA verification. Seconded by Kent Spencer. Motion carried.

INVOICE: Board action was taken by motion of George Leatherman to approve payment in the amount of \$940.00 to Tri County tool Rental for the culvert repair project on New Creek Site #12. Motion seconded by Gerald Sites. Motion carried.

INVOICE: Board action was taken by motion of Gerald Sites to approve payment in the amount of \$4,938.75 to Fairfax Materials for stone on the culvert repair project on New Creek Site #12. Motion seconded by George Leatherman. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$425.55 from WVCA for the annual Microsoft license fee for the PVCD District employee. Following a brief discussion, a motion was made by Lois Carr and seconded by George Leatherman to approve payment in the amount of \$425.55 to WVCA for the Microsoft license fee for the district employee. Motion carried.

INVOICE: Board action was taken by motion of JW See to approve payment in the amount of \$2,920.00 to Jo Lin Concrete for the culvert repair project on New Creek Site #12. Motion seconded by Lois Carr. Motion carried.

INVOICE: The Board discussed an invoice in the amount of \$3,690.87 from Sunset Outdoor Equipment for the purchase of a mowing deck for the crew. Ron Miller reported on the purchase of the mowing deck. Following the discussion, a motion was made by Ron Miller and seconded by George Leatherman to approve payment in the amount of \$3,690.87 to Sunset Outdoor Equipment. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$2,250.00 from CEC for engineering services on South Fork Site #5. Ed Martin discussed the work completed by CEC – he will verify this week. A motion was made by George Leatherman and seconded by David Parker to approve payment in the amount of \$2,250.00 to CEC, pending WVCA verification. Motion carried.

INVOICE: Board action was taken by motion of Lois Carr to approve payment in the amount of \$1,900.00 to Mike VanMeter for rental of the excavator for the New Creek Site #12 culvert repair project. Motion seconded by Frank Weese. Motion carried. Ron Miller discussed the work completed on the job – appreciate the use of the equipment – very good job.

INVOICE: The Board reviewed an invoice in the amount of \$48,250.00 from Southern Conservation District for mowing completed on the South Fork dams. Ed Martin reported on the work – the crew from Southern CD is doing a great job – they have completed 50% of the mowing work. Ed will verify the work invoiced to date. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment in the amount of \$48,250.00 to Southern Conservation District for mowing on the South Fork dams, pending WVCA verification. Motion carried.

NEW CREEK SITE #12 CULVERT REPAIR: Ron Miller reviewed the culvert repair work completed on New Creek Site #12. Discussion was also held regarding repairs needed on the bridge at the site. The boards on the deck of the bridge need to be replaced. Supervisors and WVCA representatives met with the landowners on site last week to inspect the bridge and determine what work is needed. The landowners agreed to obtain a cost estimate for the work. Discussion was held on the issue. A suggestion was made for the district to provide 50% of the cost of materials for the work – no labor. A motion was made by Ron

Miller and seconded by JW See to approve the district providing 50% of the material cost, up to \$1,500.00 for repair of the bridge on New Creek Site #12. Motion carried.

A motion was made by Gerald Sites and seconded by JW see to delegate authority to Ron Miller to make decisions on behalf of the Board for the bridge repair project on New Creek Site #12. Motion carried.

SOUTH FORK SITE #5- Seep Repair Contract: Ed Martin discussed the contract for the seep repair work on South Fork Site #5 – in the process of finalizing the contract. He reviewed the work to be completed under the contract with the Board. The time frame for completion is 60 days. Work should begin by 9/1. A job showing will be held on 7/27/21 at 10 am – will meet at the USDA office in Moorefield. Discussion was held regarding the date for the bid opening (8/11) and the possible need for a special meeting later in July to address an LOR for additional funds.

TRASH RACK FABRICATION: Ed Martin reported on the state contract for the trash racks. This also has a 60-day completion time frame. When they are ready, will deliver to the District shop in Fisher for storage until installation.

PATTERSON CREEK SITE #3: Gerald Sites reported he plans to meet with DOH officials in Charleston next month to discuss the cattle guard issue on Patterson Creek Site #3.

OUTLET CHANNEL SEDIMENT WORK: Ed Martin reported he will meet with Dave with Southern CD to look at the outlet channel sediment work. He will provide an update to the Board.

PATTERSON CREEK SITE #21: Ed Martin reported on the access / gate relocation on Patterson Creek Site #21. The landowner requested the work not be completed before early October. The landowner also expressed concern over his gate not being closed properly last week. He contacted Ed, but no WVCA or PVCD representatives were on site. No action needed.

Ed Martin reported that Griff Yokum submitted a resignation letter. Next week is his last day with the agency. Ed will continue to work with PVCD on watershed issues. The position will be reposted.

LOST RIVER SITE #10: Ed Martin reported on the proposed installation of a monitoring system for algae blooms in Lost River site #10. The Hardy County Public Service District is pursuing the installation as this is a public water source. Information from the PSD on the system were distributed to supervisors for review. Ed indicated they are working with NRCS and Dam Safety on the issue. Will provide an update next month.

NEW CREEK SITE #17: Ron Miller reported on the teleconference held in June to provide an update on the New Creek Site #17 rehab project. The group discussed fill materials needed for the project.

NRCS TOUR: Discussion was held regarding the tour with the NRCS State Conservationist on 7/14 – 7/15 in PVCD. The group plans to visit the Newcomer farm in Burlington on 7/15 at approximately 9:30 – 11 am. Supervisors are invited to attend. Following the tour, a photo op for the tractor presentation will be held with the Newcomers, PVCD supervisors, WVCA and Representatives from Middletown Tractor. Reminder for the tour will be sent to supervisors next week.

NRCS Report: McKenzie Poling presented the NRCS report for Mineral and Hampshire counties:

- Jacob Metcalf accepted a new position with NRCS in Garrett County MD. The technician position in Mineral County is being advertised.

- New pathways employee in Mineral County, Luke Hott
- EQIP obligation deadline extended – 16 contracts obligated to date between Hampshire & Mineral counties

LOCAL WORK GROUP: The Local Work Group meeting will be held on 7/20/2021 at 10 am at Brighton Park in Moorefield. The meeting notice was included in the supervisor packets. Supervisors invited to attend and present local concerns.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Summer issue of the PVCD newsletter went out last week. The office has received several calls from producers who received it and inquired about programs.
- WVACD Scholarship Winners – Two students from PVCD received WVACD scholarships: Sarah Sions and Grant Landis
- The PVCD entries for the WVACD state photo contest were mailed to the Flatwoods office on 6/30 – paid for express delivery.

SUPERVISOR REPORTS: Lois Carr reported on the WVACD Area District meeting to be held in Elkins on 7/9/2021. Lois and Charlotte plan to attend as PVCD representatives.

WVACD Quarterly meeting will be held in Charleston on July 19-20, 2021. Lois and Ron planning to attend. Gerald Sites is not able to attend, asked Lois to attend the legislative committee meeting in his place.

Lois Carr also reported she attended the awards committee meeting. There will be the awards recognition in Flatwoods in October. The question was asked if the PVCD conservation farm is eligible for recognition since they chose not to participate in the state tour... No, but they can be recognized locally by the District.

CREW REPORT: Ron Miller reported the crew has been completing o&m on the dams – currently working in the New Creek watershed. Completed work on Lost River, Lunice Creek and N/S Mill Creek dams. Ron also discussed invoices for equipment repairs. Following the discussion, a motion was made by George Leatherman and seconded by David Parker to delegate authority to Ron Miller to approve payment for the equipment repair invoices. Motion carried.

Ron Miller also discussed the Power Trac mower being used by Southern Conservation District on the South Fork dams. Several supervisors inspected the dams last week and saw the mowers. They are heavy duty and are able to mow a larger area in faster time than the Ventrac's. The suggestion was made to obtain additional information on the mowers and discuss during a future meeting – consider purchase in the future. Jeremy Salyer reported he lives close to the manufacturer in Virginia. He offered to pick up information on the mowers and send to the District. The supervisors asked him to get the information.

WINTER FEEDING DEMONSTRATION PROJECT: Ben Heavner discussed the winter-feeding area demonstration project with the Board. He reviewed the program specs and addressed the need to seek engineering assistance. A request was made to contact Potesta & Associates regarding a design for the program. Following some discussion, a motion was made by Ron Miller and seconded by George Leatherman to approve WVCA staff to contact Potesta & Associates regarding a design for the Winter-Feeding Demonstration project. Motion carried.

AG ENHANCEMENT: Ben Heavner reminded the supervisors of the sign-up for the Ag Enhancement practices. Applications will be accepted until 7/30/2021.

MOST EFFECTIVE BASIN / BMP IMPLEMENTATION: Cindy Shreve discussed additional funding to be received for the Most Effective Basin / BMP Implementation – includes the Stoney River watershed area. A plan to expand the practices included in the program has been addressed. Fence / Water practice offered last year. Currently entering the second year of the 6-year grant. Will keep the Board updated regarding any changes. Ben Heavner also addressed the need to open another sign up for the Fence / Water Practice in the Most Effective Basin area. Following the discussion, a motion was made by Gerald Sites and seconded by Lois Carr to approve opening sign up for the Fence / Water practice under the Most Effective Basin program. Motion carried.

AG ENHANCEMENT: The following payments were presented for approval:

Litter Transfer Payments: Steve Lambert 97.77 tons \$977.70 CS; John Hott 184.5 tons \$1,845.00 CS

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

CONSERVATION AGREEMENT: One conservation agreement was presented for approval from Hampshire County – Jason Haron 18 acres. A motion was made by Gerald Sites and seconded by Lois Carr to approve the conservation agreement as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Time to address the audit for FY 2021-22
- WVCA staff to return to regular office operations Sept 7 – uncertain of USDA office schedule
- State Fair sign ups available

Upcoming dates:

- WVACD Area District Meeting 7/9 @ 10 am
- NRCS Tour Newcomer Farm 7/15 @ 9:30 am
- WVACD Quarterly Meeting 7/19 – 7/20 in Charleston

There being no further business, the meeting adjourned by motion of Gerald Sites at 9:15 pm. Motion seconded by George Leatherman. Motion carried. The next regular meeting will be held on Wednesday, August 4, 2021, at 7:30 pm.

Chairperson

Secretary

Date