



Potomac Valley Conservation District

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MINUTES OF MEETING **Teleconference** **August 4, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, August 4, 2021, by teleconference. The meeting was called to order at 7:35 p.m. by chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ron Miller, J.W. See, Kent Spencer, Brian Dayton, George Leatherman, Lois Carr and David Parker

OTHERS: Ed Martin, Jeremy Salyer, and Nadene Jewell, WVCA

MINUTES: The minutes of the July 7, 2021, Board meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Lois Carr to dispense with the reading of the minutes of the July 7, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the July 26, 2021, special board meeting were presented for review and approval. A motion was made by Lois Carr and seconded by David Parker to dispense with the reading of the minutes of the July 26, 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 July 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. A motion was made by JW See and seconded by David parker to approve the Co-Administered funds report and the General Fund and CDO reports for July 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 July. A motion was made by JW See and seconded by Lois Carr to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in July. Motion carried.

VISA: The Administrative Specialist reported on an issue with the District credit card. It has been locked by the VISA fraud department and unable to be used. However, following multiple calls to them it was discovered that no one is listed on their records as an authorized user or speaker for the account. Therefore, they will not release any information on the issue. The District must submit a request on letterhead to add authorized users / speakers for the account and include official minutes with the information. Following the discussion, action was taken by motion of Lois Carr and seconded by Kent Spencer to list James W. See III, Ronald Miller and Nadene Jewell as authorized users / speakers on the Potomac Valley Conservation District Visa account. Motion carried.

CORRESPONDENCE: INVOICE- The Board reviewed an invoice in the amount of \$175 from CEC for engineering services on the South Fork Site #5 project. Ed Martin discussed the work – 1 hour of time from the firm. He has verified completion of the work. A motion was made by Ron Miller and seconded by Lois Carr to approve payment in the amount of \$175 to CEC for the engineering services. Motion carried.

INVOICE: The Board reviewed an invoice from WVACD in the amount of \$4,000.00 for annual dues. A motion was made by George Leatherman and seconded by Lois Carr to approve payment in the amount of \$4,000.00 to WVACD for annual dues. Motion carried.

The Board reviewed thank you cards received from students at North Fork Elementary School for the water bottles and other outreach materials distributed in the spring.

LOR: Board action was taken by motion of Kent Spencer to approve the chair to sign and submit an LOR in the amount of \$84,000.00 for the FY22 Ag Enhancement allocation. Motion seconded by George Leatherman. Motion carried.

OUTREACH CARDS FOR STATE FAIR: The Board discussed ordering additional District promotional rack cards. Action was taken during the special meeting on 7/26 to order 100 cards. However, following some discussion, action was taken by motion of Lois Carr to order 400 rack cards (not 100) at a cost of \$16.00 / per 100. The cards can be used at the state fair and for local events. Motion seconded by George Leatherman. Motion carried. Nadene will contact WVCA in the morning to revise the order amount.

WATERSHEDS - Stream Blockage report: Ed Martin reported on a stream blockage report near Brandywine. He and several WVCA staff have visiting the area and inspected the blockage. A storm in the area caused multiple trees to come down in the South Fork and in Hawes Creek. It will cause additional damage if high water occurs and needs to be removed. He discussed the work to be completed and provided a cost estimate of \$24,000. WVCA does not have a blockage removal program. The process must be initiated by the county. Ed has talked with them and provided a copy of the 713U agreement template. The county will need to submit a completed agreement in order to begin the process. A sub agreement will also be needed for the project. Discussion was held regarding cost share for the project. Following the discussion, a motion was made by Ron Miller and seconded by Lois Carr to approve PVCD providing 50% cost share up to \$12,000 for the project. Motion carried. Action was also taken by motion of Kent Spencer to authorize Charlotte Hoover and Ron Miller to act on behalf of the District for the blockage removal project. Motion seconded by George Leatherman. Motion carried.

Also, discussion was held regarding the need to have 713U agreements in place with each local county commission. One is already in place with the Hardy County Commission – will need to pursue with other commissions.

NEW CREEK SITE #12: Ed Martin reported no new information on the bridge repair. Ron Miller visited the site this week and no additional work has been completed. Will put on the September meeting agenda.

SOUTH FORK SITE #5-Fence: Ed Martin reviewed the quote received from Southern Conservation District for the installation of fence on South Fork Site #5 before the seep repair contract begins. The amount of the quote received from Southern CD is \$8,750.00. Discussion was held regarding materials to be used in the fence construction – Board requested Class 3 galvanized wire (woven & barb) to be used. Ed Martin will contact Southern CD regarding the materials. A motion was made by Ron Miller and seconded by Lois Carr to approve the quote of \$8,750.00 for the fence construction. Motion carried.

SOUTH FORK SITE #5 – Ed Martin addressed several issues with local landowners on the site. One is concerned about damage to their septic drainage system – the contractor will be cautioned where the area is located. The other landowner has cattle on the site and is concerned about the water source since the level is so low in the stream. Discussion was held regarding the easement and what restrictions / authority it provides. The suggestion was made to have the attorney review the easement information on the site and provide feedback to the District. Ed Martin will send the information to Nadene for the attorney. The Board was in agreement to have the attorney review the easement and report back to the District.

SOUTH FORK MOWING / SEDIMENT: Ed Martin reported that Southern Conservation District submitted an invoice on Monday for the mowing work completed on the South Fork dams. It was not received in time to include on the agenda for action. Ed will review and may need to hold a special meeting to address payment. Ed also reported that Southern CD has not submitted a quote on the sediment removal work.

TRASH RACK: Ed Martin reported the bids were due today for the statewide contract for the trash racks. Will keep the Board updated – the racks should be delivered to the District in October.

LOST RIVER SITE #10 MONITORING SYSTEM: Ed Martin reported that he is working with the Hardy County Public Service District on the installation of the monitoring system in Lost River Site #10.

PATTERSON CREEK SITE #21: Ed Martin indicated no update on the access maintenance for Patterson Creek Site #21. Please include on the September meeting agenda.

LOST RIVER SITE #4: Ron Miller reported on the installation of a cable across the entrance to the jetty on LR#4. He inspected the site – unsure if the cable will keep the public out of this area. Ron also addressed a landowner concern in the field below the dam. He is unable to access part of the field in order to make hay. Ron will meet with the landowner and report back to the Board.

WVACD SCHOLARSHIP DONATION: The Board discussed the request from WVACD for a donation towards the WVACD Scholarship fund. Lois Carr reported the association is requesting each CD to make a donation. Following some discussion, a motion was made by Ron Miller and seconded by Lois Carr to approve a \$500.00 donation to the WVACD scholarship fund. Motion carried.

AUCTION ITEMS: Discussion was held regarding items from PVCD for the WVACD live auction in October. The Board agreed on two tickets for the Potomac Eagle Train and a basket of local products. A motion was made by Lois Carr to approve the purchase and donation of 2 Potomac Eagles Train tickets and the basket of local products (honey, preserves, sauce, etc.). Motion seconded by David Parker. Motion carried. Lois also indicated she is planning to donate a stay in her rental cabins.

DISTRICT BANQUET: It is Hardy Counties turn to host the District Banquet. Ron Miller reported that he contacted the Moorefield Church of the Brethren regarding dates for the District Banquet. Discussion was held regarding dates in September. Supervisors requested for Nadene to contact the church tomorrow and look at dates in early October. 2 or 9. She will confirm the date and report back to the Board.

NOMINATIONS: Discussion was held regarding nominations for the Carroll Green, Honorary Member, Member at Large and Rookie Supervisor awards. Following the discussion, a motion was made by George Leatherman and seconded by David Parker to nominate Lois Carr for Rookie Supervisor of the Year. Motion carried.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following items:

- Working with Suttle and Stalnaker to schedule the office review of the financial records for the FY21 audit
- Farm Record Books – information on the 2022 Red Books was presented to the Board. All in agreement to order the books again this year. A motion was made by Ron Miller and seconded by Lois Carr to approve ordering 100 of the farm record Red Books – 100 books @ \$5.75 each + \$75 print / shipping fee = \$650. Motion carried.
- Outreach Materials – Discussion was held regarding outreach items – pens / calendars. A motion was made by Ron Miller and seconded by Lois Carr to approve ordering 300 pens (similar to ones ordered last year) with blue ink. Motion carried.

DISTRICT AREA MEETINGS: Lois Carr reported on the District area meeting held on 7/9 in Elkins. Lois and Charlotte attended the meeting. The group is requesting assistance from partner agencies with future meetings. The next meeting will be held in the Eastern Panhandle District on 9/27/2021. Lois also reported the association is supposed to send a legislative update to Districts for review – has not been received yet.

WVACD QUARTERLY MEETING: Ron Miller and Lois Carr reported on the summer quarterly meeting held in Charleston on July 19 – 20. They reported on the various committee meetings, tour and meal held during event. Ron reported on the watershed committee meeting. A presentation on dam failure was given – highlighted New Creek Site #1 in Mineral County. Lois reported the new NRCS State Conservationist attended – plans to meet with supervisors across the state. She also reported that future election of supervisors will not require them to be a farmer. This is one of the changes in the new legislation.

CREW REPORT – POWER TRAC MOWER: Ron Miller reported on the Power Trac Mower being sold by Tygarts Valley CD. It is 2 years old – minimum bid is \$35,000. Ron inspected it earlier this week – a tentative bid was placed. Discussion was held regarding the purchase of a new power trac versus bidding on the used one. The price quote on a new power trac is \$55,700.00 – good through next week. The new machine will have a one-year warranty. Following the discussion, a motion was made by Kent Spencer and seconded by Lois Carr to purchase a new Power Trac Mower and attachments for the quote of \$55,700.00 Motion carried. Action was also taken by motion of Lois Carr to retract the bid placed with Tygarts Valley Conservation District on the used Power Trac Mower. Motion seconded by George Leatherman. Motion carried. Will contact TVCD in the morning to retract the bid.

LIME SPREADER: Ron Miller discussed with the Board the repairs needed on the 4-ton lime spreader. There has been repairs needed after each use over the past year. It was purchased in 2007 – may need to replace. The cost of a new lime spreader is \$21,000 - \$23,000. The Board asked Ron to investigate options and report back in September.

CRUSTER: Ron also reported the older of the crusters needs repairs. May need to trade for newer machine in the future.

UPDATE ON O&M WORK: Ron Miller reported the crew is working on the Patterson Creek dams in Grant County. Have finished Lost River, Lunice Creek, N/S Mill Creek, and New Creek dams.

AG ENHANCEMENT PROGRAM: Ron Miller reported that several calls have been received from landowners who missed the AgEP sign up deadline. Applications are being ranked – the Board reviewed a summary of

applications / funding as of this week from Ben Heavner (not all applications ranked yet). The Board asked Nadene to keep a list of people who call in for reference in case additional funding is available.

CONSERVATION AGREEMENTS: Two conservation agreements were presented for approval: Taylor Watts 195 acres and Daisy Hedrick 200 acres. A motion was made by Kent Spencer and seconded by David Parker to approve the conservation agreements as presented totaling 395 acres. Motion carried.

WVCA: Jeremy Salyer presented the WVCA monthly report:

- Due to recent increase in Covid case, the WVCA office reopening has been delayed
- Sign up for the state fair booth is available online – supervisors encouraged to work the booth
- Discussion was held regarding return to the office and in-person meetings

WVACD: Lois Carr reported the association is putting together a committee to address the conservation farm program. They are concerned with the low participation in the program. Request suggestions for the program: Recognize Farms, High Tunnels and Poultry Farms. Ron Miller also suggested that each District could showcase one District Supervisor farm – no award. They would just show what practices are in place on the farm. Will provide input to the committee.

There being no further business, the meeting adjourned at 9:50 pm by motion of Kent Spencer. Motion seconded by Brian Dayton. Motion carried. The next regular meeting will be held on Wednesday, September 1, 2021, at 7:30 pm.

Chairperson

Secretary

Date