



Potomac Valley Conservation District

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MINUTES OF MEETING **Teleconference** **September 1, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, September 1, 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, Frank Weese, Gerald Sites, Lois Carr and David Parker

OTHERS: Ed Martin, Jeremy Salyer, Ben Heavner Cindy Shreve, Sam Urban, Don Whetzel and Nadene Jewell, WVCA; Sarah Taylor-Goldizen, Mikenze Poling, NRCS

MINUTES: The minutes of the August 4, 2021, Board meeting were presented for review and approval. A motion was made by George Leatherman and seconded by Gerald Sites to dispense with the reading of the minutes of the August 4, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the August 16, 2021, special board meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by Lois Carr to dispense with the reading of the minutes of the August 16, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the August 23, 2021, special board meeting were presented for review and approval. A motion was made by Lois Carr and seconded by Gerald Sites to dispense with the reading of the minutes of the August 23, 2021, meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, J.W See and the Administrative Specialist reviewed the treasury reports for the month of August with the Board. They 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 Lois Carr to approve the Co-Administered funds report and the General Fund and CDO reports for August and invoices paid during the month. Motion carried.

FY22 BUDGET REVISION: The accountant, William Lipps, suggested a revision to the FY22 General Fund Budget. He advised to add line items under income for the reimbursement of supervisors per diem and travel and the district employee. Also, to change the heading under income of District Support to Rent to clarify the income. The additional income amount would need to be added under administrative wages in order to balance the budget. Following some discussion, a motion was made by Ron Miller and seconded by Lois Carr to accept the recommendations and approve the revisions to the FY22 General Fund Budget. Motion carried.

CDO GRANT EXPENSE REPORT: The Board reviewed the FY21 CDO Grant Expense report. Following some discussion, a motion was made by Frank Weese and seconded by Lois Carr to approve the report and authorize the chair to sign and submit to WVCA. 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 August. 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 August. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$1,102.50 from Seven Mile Hickory Farm for reimbursement of the purchase of materials for the District. Ron Miller reviewed the items on the invoice with the Board and verified it was accurate. A motion was made by Ron Miller and seconded by JW See to approve payment in the amount of \$1,102.50 to Seven Mile Hickory Farm. Motion carried.

INVOICE: The Board discussed an invoice in the amount of \$92.00 received from Travelers Insurance. The Administrative Specialist reported it is an adjustment for the workers' compensation policy following the annual payroll audit. A motion was made by Lois Carr and seconded by George Leatherman to approve payment in the amount of \$92.00 to Travelers Insurance for the adjustment to the workers compensation policy. Motion carried.

LOR: Board action was taken by motion of Kent Spencer and seconded by George Leatherman to approve the chair to sign and submit an LOR (Letter of request of funds) in the amount of \$6,628.22 for NPS 1743 Ag BMP Implementation. Motion carried.

LOR: Board action was taken by motion of George Leatherman and seconded by Brian Dayton to approve the chair to sign and submit an LOR in the amount of \$75,000.00 for NPS 1743 Chesapeake Bay Ag BMP. Motion carried.

LOR: Board action was taken by motion of Lois Carr and seconded by George Leatherman to approve the chair to sign and submit an LOR in the amount of \$35,000.00 for the NPS 1782 Mudlick Run Project. Motion carried. Sam Urban reviewed the project and answered questions from the Board.

SOUTH FORK EAPs: Board action was taken by motion of Ron Miller to approve the Emergency Action Plans for the South Fork dams in Hardy County and authorize the chair to sign and submit to Dam Safety. Motion seconded by Brian Dayton. Motion carried. Ed Martin reported that they are having problems identifying monitors for South Fork Site #37 in Pendleton County. Must list primary and secondary monitors in the plan. He requested assistance from the Board – the suggestion made to contact Dale Walker. Nadene will forward the contact information.

2021 O&M INSPECTION SCHEDULE: Ed Martin reviewed the o&m inspection schedule with the Board. He encouraged supervisors to attend in their respective counties.

713U AGREEMENTS PENDLETON COUNTY: Ed Martin reported that he will attend the Pendleton County Commission meeting on Tuesday, 9/7/21 at 9 am with Charlotte and Lois to discuss the 713U agreements. The agreements are necessary in order to address the stream blockages reported in the county.

SOUTH FORK SITE #5 SEEP REPAIR CONTRACT: Ed Martin reported that no bids were received on the SF#5 Seep Repair Contract. At the Board's request, he met with Southern CD on site to review the work. Discussion was held on the completion of the work in a time & material format. Following the discussion, a

motion was made by Ron Miller and seconded by Gerald Sites to proceed with the seep repair work on South Fork Site #5 in the time / material format with Southern CD. Motion carried. Ed Martin reported the concrete work on the riser will be included in the trash rack repairs next year.

SOUTH FORK SEDIMENT WORK: Ed Martin reported on the sediment work on the South Fork dams. Have not received the estimate from Southern CD for the work. Following some discussion, a motion was made by Lois Carr to delegate authority to Ron Miller and Gerald Sites to work with Ed Martin and Southern CD on the South Fork sediment work. Motion seconded by Frank Weese. Motion carried.

NEW CREEK SITE #12: Ed Martin and Ron Miller reported no new information received from the local landowners. Ed indicated he inspected the new culvert this week – working well.

TRASH RACK UPDATE: Ed Martin reported there have been some issues with state purchasing, but no additional work this year.

PATTERSON CREEK SITE #49 AGREEMENT: Ed Martin discussed the revised agreement on Patterson Creek Site #49. The Board discussed sending the agreement to the landowner for signatures. Following the discussion, a motion was made by Frank Weese and seconded by George Leatherman to send the agreements to the landowners for signature. Motion carried.

PATTERSON CREEK SITE #3: Gerald Sites reported on the cattle guards on PC#3 – no new information. He will continue to address with DOH.

LOST RIVER SITE #10: Ed Martin discussed the monitoring system that the Hardy County PSD is planning to install in the site to monitor the algae levels. The plans are currently under review.

PATTERSON CREEK SITE #21: Discussion was held regarding the maintenance on the access area at Patterson Creek Site #21 – plan to complete the work later in the season. Request to include on the agenda of the October meeting.

Additional discussion was held on the process following the signature of the Patterson Creek Site #49 agreement. Ed Martin reviewed the information with the Board.

NEW CREEK SITE #17: Ron Miller reported on the inspection of the riser on New Creek Site #17. There is another meeting scheduled in September to discuss the project.

NEW WATERSHED MANAGER: Ed Martin introduced the new watershed manager for the Potomac Valley area. Don Whetzel is the new manager for the Potomac Valley and Eastern Panhandle Districts. Don addressed the Board – looks forward to working with the District.

PERSONNEL COMMITTEE: Frank Weese reported that the Personnel Committee met earlier this evening to discuss personnel issues. The committee recommendation was to offer John Hicks continued employment with the District Equipment Program. A motion was made by Frank Weese and seconded by Lois Carr to accept the committee recommendations. Motion carried.

LOCAL WORK GROUP RECOMMENDATIONS: Sarah Taylor-Goldizen reported on the recommendations prepared by the local work group this summer. She reviewed the information with the Board. Following some discussion, a motion was made by Ron Miller and seconded by David Parker to move forward with the local work group recommendations. Motion carried.

MUDLICK RUN PROPOSAL: Sam Urban, Conservation Specialist reviewed the Mudlick Run Proposal with the Board. The program will address failing septic systems in the target area of Mudlick Run in Hardy County. He reviewed the guidelines with the Board. Sam addressed several questions from the Board. Cindy Shreve also reviewed program information with the Board. Following the discussion, a motion was made by Ron Miller and seconded by Brian Dayton to approve the Mudlick Run proposal. Motion carried.

CLOSURE OF EXPIRED CHESAPEAKE BAY ACCOUNTS: The Board reviewed the following list of expired Chesapeake Bay accounts and addressed the need to close them. The funds will need to be returned to WVCA.

25026	NPS 1624 FY17 CBay Outreach
25027	NPS 1624 CBay Ag BMPs
25028	NPS 1609 Litter Transfer Cost Share Program
25029	NPS 1624 FY17 CREP Outreach
25032	NPS 1656 CBay District Support
25033	NPS 1656 Ag BMP Implementation
25034	NPS 1693 Litter Transfer
25035	NPS 1693 BMP Implementation
25036	NPS 1693 PVCD District Support for CBay
20014	NRWF Manure Deforce

Following some discussion, a motion was made by Gerald Sites and seconded by Lois Carr to close the expired Chesapeake Bay accounts and return the funds to WVCA. Motion carried.

BANQUET: Discussion was held regarding the District awards banquet in October. Much concern was expressed over the recent increase in Covid cases. Following the discussion, a motion was made by Gerald Sites to cancel the Banquet for this year due to concerns over Covid. Motion seconded by JW See. Motion carried. Nadene will contact the church tomorrow morning to cancel.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following items:

- Representatives from Suttle & Stalnaker plan to complete the office review of FY21 financial records in mid-October. The final report will be ready by the end of December.
- Discussion on the purchase of 2022 calendar books. Nadene will bring cost information to the Board in October.

EQUIPMENT REPAIRS: Ron Miller reported on equipment repairs.

- The brakes were repaired on the white ford truck. A motion was made by Ron Miller and seconded by George Leatherman to approve payment in the amount of \$1,328.33 to Wolfes Garage for repairs on the white ford truck. Motion carried.
- New tires put on the crusher
- The smaller no till seeder has been delayed again – dealership said mid-September
- Lime Spreader – the Board reviewed three quotes obtained for lime spreaders. Ron Miller discussed the different options / prices with the Board. Following the discussion, a motion was made by Gerald Sites to approve the purchase of the lime spreader from the dealer in Bethlehem PA in the amount of \$17,500.00. Motion seconded by George Leatherman. Motion carried.

- Litter Elevator – Discussion was held regarding the need for the producer to provide gas when renting the litter elevator. It holds approximately 5 gallons of gas. All were in favor to fill the tank before usage and requiring it to be full upon return after rental. If not full, a \$50 fee will be charged. A motion was made by Lois Carr and seconded by Gerald Sites to approve the gas tank on the litter elevator to be full after each rental or a \$50 fee will be charged. Motion carried.

O&M WORK: Ron Miller reported the crew is currently working on the Patterson Creek dams – doing well.

AG ENHANCEMENT: The Ag Enhancement committee met on 8/31/2021 to review the AgEP applications. Ben Heavner reviewed the committee recommendations. The District did not have enough funds to approve all of the applications received for FY22. Applications were approved based on the ranking. A motion was made by Gerald Sites and seconded by Lois Carr to approve the committee recommendations. Motion carried. The following applications were approved:

LIME Applications: Jerry Moore 35 acres 105 tons \$2,100 CS; Dixon Orndorff 75 acres 225 tons \$4,500 CS; Debbie Pritts 10 acres 25 tons \$500 CS; Taylor Watts 70.56 acres 194.28 tons \$3,885.60 CS; Kelly Williams 75 acres 225 tons \$4,500 CS; Hill Billy Acres 69.89 acres 195.92 tons \$3,918.40 CS; Payton Umstot 34 acres 102 tons \$2,040.00 CS; Robert Yokum 19.97 acres 44.93 tons \$898.60 CS; H L Wilson 73.97 acres 152.66 tons \$3,053.20 CS; Charles Lee 50.12 acres 138.72 tons \$2,774.40 CS; Kevin Gonshor 75 acres 151.75 tons \$3,035.00 CS; John Pratt 60.49 acres 131.24 tons \$2,624.80 CS; Kimberly Phares Godwin 71 acres 159.75 tons \$3,195.00 CS; S M Bright 48.1 acres 88.84 tons \$1,776.80 CS; Sam Williams 71.3 acres 178.25 tons \$3,565.00 CS; Robert Moran 60.2 acres 133.5 tons \$2,670.00 CS; Adam Goldizen 75 acres 200.78 tons \$4,015.60 CS; Terry Alkire 68.83 acres 164.32 tons \$3,286.40 CS; Robert R. Williams 53.6 acres 108.93 tons \$2,178.60 CS

HAY RESEEDING Applications: Denton Kisamore 15 acres \$750 CS; John McCoy 16.7 acres \$835 CS; Brookedale Holsteins 27.7 acres \$1,385.00 CS; Doug Wimer 42.6 acres \$2,130 CS; Thomas Simmons 50 acres \$2,500 CS; Robert Moran 24.9 acres \$1,245 CS; Lawrence Whitacre 47.57 acres \$2,378.50 CS; Travis Hinkle 19.7 acres \$985 CS; Robert E. Williams 14.3 acres \$715 CS; Berlin Harper 7.7 acres \$385 CS; Kenneth Webb 12.7 acres \$ 635 CS; WC Taylor 8.2 acres \$410 CS; William Martin 32.1 acres \$1,605.00 CS; Kelly Williams 24.2 acres \$1,210 CS; Johnny Hevener 40 acres \$2,000.00 CS; Isaiah Smith 50 acres \$2,500 CS; Danny Miller 23 acres \$1,150.00 CS; Ervin Wilkins 50 acres \$2,500 CS; Rodney Funkhouser 50 acres \$2,500 CS; Nicole Fansler 20 acres \$1,000.00 CS;

PASTURE RESEEDING Applications: Larry Hedrick 50 acres \$2,500 CS; Thomas Phares 16 acres \$800 CS; Bruce Hyre 35 acres \$1,750 CS; Carl Hevener 50 acres \$2,500 CS; Roscoe Ours 50 acres \$2,500 CS; Kelly Rumor 35 acres \$1,750.00 CS; Steve Lambert 35.3 acres \$1,765.00 CS.

HAY ESTABLISHMENT Applications: Larry Hedrick 40 acres \$5,000 CS; S M Bright 24.5 acres \$3,062.50 CS; Ralph Landis 10 acres \$1,250.00 CS; Charles Armentrout 8 acres \$1,000.00 CS; Bruce Hyre 30 acres \$3,750.00 CS; Sam William 50 acres \$6,250.00 CS; Jesse Mace 21.8 acres \$2,725.00 CS; WC Taylor 20.4 acres \$2,550.00 CS; Travis Hinkle 10.6 acres \$1,325.00 CS; Flying W Farms 35.72 acres \$4,465.00 CS

DEER FENCE Applications: Richard Hamilton \$2,500 CS; Roy Hedrick \$2,500 CS; Mallow Farms \$2,500 CS

INVASIVE SPECIES Applications: Kenny Long \$500 CS; River Bridge Farm \$500 CS; Daisy Hedrick \$500 CS; Tom Phares \$500 CS; Charles Armentrout \$500 CS; Doug Wimer \$500 CS; Diana McMorrow \$500 CS; Allen Warner \$500 CS; Isaiah Smith \$500 CS; Joe Mathias \$500 CS; Berlin Harper \$500 CS; Raymond Carr \$500 CS; Bruce Hyre \$500 CS; Zack Smith \$500 CS; Steve Lambert \$500 CS; Hott's Farming \$500 CS; Brett Fansler \$500 CS; Viola Riggleman \$500 CS; Lance Davis \$500 CS; Guy Davis \$500 CS; Tim Goldizen \$500 CS; Ralph Keller \$500 CS; John Pratt \$500 CS; William Martin \$500 CS; Mark Fansler \$500 CS; Adam Goldizen \$500 CS; Mary Williams \$500 CS; Michelin Williams \$500 CS; Robert R. Williams \$500 CS; Eric Hartwig \$500 CS; Roy Hedrick \$500 CS; Stephen McCauley \$500 CS; Calvin Ruddle \$500 CS; Frank Seldon \$500 CS; Lawrence Whitacre \$500 CS

HUAP Concrete Applications: Richard Hamilton \$5,000 CS; Nathan Delawder \$5,000 CS; Adam Goldizen \$5,000 CS; Nathan Griffin \$5,000 CS

LITTER TRANSFER Applications: Sandra Ours 250 tons \$2,500 CS; Robert R. Williams 250 tons \$2,500 CS; Nathan Delawder 250 tons \$2,500 CS; Ronald Bean Jr 250 tons \$2,500 CS; Ronald Bean Sr 250 tons \$2,500 CS; Nathan Griffin 250 tons \$2,500 CS; Steve Lambert 250 tons \$2,500 CS; Edith Hedrick 250 tons \$2,500 CS; Rocky Pine Farm 150 tons \$1,500 CS; Carolyn Ritchie 100 tons \$1,000 CS; Rock Evick 180 tons \$1,800 CS; Mark Fink 250 tons \$2,500 CS; John C Hott 250 tons \$2,500 CS; Bernice Hedrick 250 tons \$2,500 CS; Victor Carr 250 tons \$2,500 CS; Jacob Griffin 250 tons \$2,500 CS; Mark Fansler 250 tons \$2,500 CS; Richard Hamilton 250 tons \$2,500 CS;

COVER CROP Applications: Robert Moran 63 acres \$3,150 CS; WC Taylor 65.9 acres \$3,295 CS; Brookedale Holsteins 57.4 acres \$2,870 CS; Joe Mathias 75 acres \$3,750 CS; Andy Mathias 36.75 acres \$1,837.50 CS; Michael Omps 17.3 acres \$865 CS; Tom Kimble 8 acres \$400 CS; Joseph Miltenberger 21 acres \$1,050.00 CS; Roscoe Ours 60 acres \$3,000 CS; Robert R. Williams 62.9 acres \$3,145 CS; Doug Wimer 72.9 acres \$3,645 CS; Tim Wilkins 75 acres \$3,750 CS; Brent Titus 75 acres \$3,750 CS; J&L Farm 30 acres \$1,500 CS; Mike Rexrode 40 acres \$2,000 CS; Raymond Phares 35.1 acres \$1,755 CS; Doug Marsh 75 acres \$3,750 CS; Paul Bennett 20 acres \$1,000 CS; Mallow Farms 75 acres \$3,750 CS; Mark Fansler 8 acres \$400 CS; Roger & Judy Fansler 35.4 acres \$1,770 CS; Todd Fansler 35 acres \$1,750 CS; Nicole Fansler 21.7 acres \$1,085 CS; Randy Branson 22.3 acres \$1,115.00 CS; Rodney Branson 72.7 acres \$3,635.00 CS; Baker Farms 75 acres \$3,750 CS; Mike Teets 75 acres \$3,750 CS; Matt Teets 75 acres \$3,750 CS; Robert E. Williams 33 acres \$1,650.00 CS; Delray Wilkins 55.5 acres \$ 2,775.00 CS; John McCoy 30 acres \$1,500 CS; Bill Martin 69.8 acres \$3,490 CS; Jim Martin 68.9 acres \$3,445 CS; Jesse Mace 32.8 acres \$1,640 CS; Kelly Williams 29.6 acres \$1,480 CS; Sam Williams 66.1 acres \$3,305.00 CS; Rodney Funkhouser 34 acres \$1,700 CS; Glenn Mathias 42.5 acres \$2,125 CS; Randy Bennett 30 acres \$1,500 CS; Hott's Farming 50 acres \$2,500 CS; Greg Dyer 75 acres \$3,750 CS; Bob Adamson 50 acres \$2,500 CS; Travis Hinkle 30 acres \$1,500 CS; Kenneth Harper 15.2 acres \$760 CS; Cynthia Yokum 22 acres \$1,100 CS; Frank Seldon 20 acres \$1,000 CS; Roy Hedrick 26 acres \$1,300 CS; Charles Armentrout 18.6 acres \$930 CS

Jeremy Salyer reported on the approval of the following applications by WVCA:

LIME: Ron Miller 15 acres 45 tons \$900 CS; John Hicks 75 acres 117.3 tons \$2,346.00 CS; Timber Ridge Cattle and Producer 75 acres 215.95 tons \$4,319.00 CS

INVASIVE SPECIES: JW See III \$500 CS; Timber Ridge Cattle & Produce \$500 CS

HAY RESEEDING: James Coffman 6.75 acres \$337.50 CS; Timber Ridge Cattle & Produce 16.6 acres \$830.00 CS; John Hicks 50 acres \$2,500 CS

LITTER TRANSFER: James Coffman 250 tons \$2,500 CS

COVER CROP: JW See III 25.02 acres \$1,251.00 CS; Timber Ridge Cattle & Produce 10 acres \$500 CS; George Leatherman 29.1 acres \$1,455.00 CS

CREP: The following CREP contract was presented for approval:

Samuel Ellington 3.67 acres

A motion was made by Gerald Sites and seconded by Lois Carr to approve the CREP contract as presented. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report with the Board:

- WVACD Quarterly meeting in October at Flatwoods – Lois Carr indicated the meeting was shortened to 2 days. The recognition banquet has been cancelled due to concerns over Covid.
- New Supervisors directory being finalized by Davin White – online

NRCS: Mikenze Poling acting for Christi Hicks reported on the following:

- EQIP AND CSP contracts
- Luke Hott – Pathways employee in Mineral County
- New Technician, Joel Bostic to begin in Keyser office in mid-October

NRCS: Sarah Taylor-Goldizen reported on the following:

- New Technician, Zebulon Kessel to begin in the Moorefield office
- Concern over Army Worms causing damage to fields in Grant and Mineral counties – very destructive. Should report any damage to WVU Extension Service. Discussion held on how to treat for them.

Discussion was held regarding the increase in local Covid numbers – several expressed concern. The Board was in agreement to continue with teleconference meetings at this time.

There being no further business, the meeting adjourned at 9:15 pm by motion of Kent Spencer. Motion seconded by JW See. Motion carried. The next regular meeting will be held on Wednesday, October 6, 2021, at 7:00 pm.

Chairperson

Secretary

Date