



Potomac Valley Conservation District

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MINUTES OF MEETING **Teleconference** **October 6, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, October 6, 2021, by teleconference. The meeting was called to order at 7:06 p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Ed Martin, Jeremy Salyer, Don Whetzel, Ben Heavner, Sam Urban, and Nadene Jewell, WVCA; Sarah Taylor-Goldizen, Mikenzie Poling, NRCS; Heather Duncan, WVACD.

MINUTES: The minutes of the September 1, 2021, 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 September 1, 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 September 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 September 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 September. A motion was made by JW See and seconded by George Leatherman to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in September. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$4,923.75 from Civil & Environmental Consultants, Inc (CEC) for engineering services on South Fork Site #5. Ed Martin discussed the work completed by CEC and indicated that he had verified completion. A motion was made by Gerald Sites and seconded by George Leatherman to approve payment in the amount of \$4,923.75 to Civil & Environmental Consultants, Inc. Motion carried.

INVOICE: The Board reviewed invoices received from Potesta & Associates for engineering services on Patterson Creek Site #47 in the amount of \$6,329.20 and on Patterson Creek Site #27 in the amount of \$4,610.00. Ed Martin reported that verification has been provided for completion of the work. Following

some discussion, a motion was made by Gerald Sites and seconded by George Leatherman to approve payment of both invoices in the amounts of \$6,329.20 and \$4,610.00 to Potesta & Associates. Motion carried.

WV DEP CORRESPONDENCE: Discussion was held regarding correspondence received from WV DEP regarding revisions to the hazard classifications of several watershed dams within PVCD. Ed Martin reviewed the information with the Board and indicated that WVCA will provide assistance with a response within the 120-day time frame. Additional information will be presented to the Board next month – include on the November meeting agenda.

The Board also reviewed correspondence from WV DEP regarding the certificates of approval for multiple watershed dams within the District. The information was discussed, no action was needed.

LOR: Board action was taken by motion of JW See and seconded by George Leatherman to approve the chair to sign and submit an LOR (Letter of request of funds) in the amount of \$2,189.00 for reimbursement of the FY22 1st quarter employee expenses. Motion carried.

EMERGENCY ACTION PLANS: The Board reviewed the updated Emergency Action Plans and statements of review for the New Creek and South Fork watershed dams. Following some discussion, a motion was made by Gerald Sites and seconded by Lois Carr to approve the plans and statements of review and authorize the chair to sign and submit to Dam Safety. Motion carried.

SOUTH FORK SITE #18: Discussion was held regarding a site visit made on September 23, 2021, to the property of Patrick Beam located above South Fork Site #18. The landowner requested assistance with stream bank stabilization several years ago and WVCA watershed staff visited the site. Technical assistance was offered to the landowner; however, he has requested financial assistance. The landowner has contacted legislative representatives with his request. Representatives from multiple agencies including Army Corps of Engineers, WVCA, NRCS, PVCD and Shelly Moore-Capito's office attended the site visit on 9/23. The Army Corps of Engineers provided a response following the 9/23 visit – the letter was received today and reviewed by the Board. Charlotte Hoover and Ron Miller both attend the site visit and gave a report to the Board. No action was taken following the discussion.

2021 O&M INSPECTION SCHEDULE: Ed Martin reviewed the upcoming o&m inspection schedule with the Board. He encouraged supervisors to attend in their respective counties. Supervisors should contact Ed, Don, Geoff or Krista with any questions.

713U AGREEMENT PENDLETON COUNTY: Ed Martin reported on the meeting with the Pendleton County Commission to discuss the 713U agreement. The county has signed the agreement. Ed will work with them to finalize the sub agreement for the specific project. Lois Carr offered to follow up with the county representatives. Ed is available for any questions or concerns.

PATTERSON CREEK MOWING: Discussion was held regarding the mowing and o&m work being completed by the PVCD crew. Ed inquired if they will be able to finish the work on all Patterson Creek dams in Mineral County. The Board indicated, Yes, the crew will complete the work this fall.

SOUTH FORK SITE #5 SEEP REPAIR: Discussion was held regarding the work on South Fork Site #5. Southern Conservation District crew has been in contact with various vendors to obtain materials for the project. There is a 4 -5-week delay for the materials. A meeting is scheduled tomorrow to discuss the work

and the timeline. It may be too late to proceed this season, may postpone until next year. Will follow up with the Board next month.

NEW CREEK SITE#112: Ed Martin and Ron Miller both indicated no new information has been received from the landowners regarding the bridge.

TRASH RACK FABRICATION: Ed Martin indicated the trash racks are being fabricated – should be delivered to PVCD in mid – late November.

PATTERSON CREEK SITE #49: Ed Martin reported the monitoring plan to include with the landowner agreement has not been finalized. He will complete it within the week and send to PVCD. The administrative specialist will send the agreement and plan to the landowner (Kopple) for signature.

PATTERSON CREEK SITE #3: Gerald Sites reported there is no new information on the cattle guards on Patterson Creek Site #3. Will continue to follow up on the issue.

LOST RIVER SITE #10 MONITORING SYSTEM: Ed Martin reported on the issue. There have been concerns expressed over the proposed mounting material for the system. They are working with the vendor & County representatives to come to an agreement so the system can be installed.

PATTERSON CREEK SITE #21: Ed Martin inquired about completion of the work to the access area this fall. Ron Miller will follow up and get back with Ed on the issue. The landowner wanted the work completed this fall.

WVACD NEW EXECUTIVE DIRECTOR / SURVEY: Heather Duncan introduced herself to the Board. She is the new Executive Director for the WV Association of Conservation Districts. She reviewed the WVACD survey that was distributed to all supervisors statewide in September. The survey will provide feedback on what issues are important to supervisors and what they would like to see accomplished through the association. The deadline for the survey is 11/1/2021. Any questions / comments should be sent to Heather. Email: HDuncan@wvca.us.

WVACD QUARTERLY MEETING: Heather reported the WVACD fall quarterly meeting will be held virtually due to the increased concerns with Covid. She distributed the meeting agenda and will provide the call-in information for each committee meeting this week. The meeting will be held October 18 -19, 2021 and all supervisors are invited to participate. She also indicated the WVACD Scholarship Auction will not be held – Districts are encouraged to provide donations to the scholarship fund. The Administrative Specialist inquired about the auction items already purchased by the District – two tickets for the Potomac Eagle Excursion Train for the 2022 Season. The Board asked Nadene to contact the train and see if the expiration date could be extended through the 2023 season.

The Administrative Specialist reported on the following items:

- Representatives from Suttle & Stalnaker are scheduled to be in the District office to review the FY22 financial records the week of October 18. The final report should be ready by the end of December.
- 2022 Calendar Books – 50 Books \$1.89 each / \$24.95 set up fee. Following some discussion, a motion was made by Gerald Sites and seconded by George Leatherman to approve the purchase of 50 2022 calendar books. Motion carried.

SUPERVISOR REPORT - East Area Meeting and Proposed Changes to WV Code: Lois Carr reported on the East Area Meeting. One issue addressed during the meeting was the proposed changes to the WV Code with regards to conservation districts. Lois reviewed the proposed changes – copies were provided to the supervisors for review. Much discussion was held regarding the change for supervisor requirements – no longer required to be a farmer. The Board was not in favor of this change. Several questions were raised regarding the process. Heather Duncan and Jeremy Salyer clarified past changes and the process for the proposed changes. The consensus of the group was not to open the code at all – leave as it is. Discussion was also held on the proposed changes to the reappointment of and filling vacancies of supervisors. The Board was in support of these changes. Following the discussion, Board action was taken by motion of Gerald Sites to oppose opening the code; however, if it is opened, PVCD is in agreement with the proposed changes to the reappointment and filling supervisor vacancies but opposed to removing the farmer requirement in order to become a District supervisor. Motion seconded by JW See. Motion carried.

More discussion was held regarding the requirements for the WV Commissioner of Agriculture. Concern expressed over the current wording. No action taken.

LIME SPREADER: Ron Miller discussed the approval of the purchase of a new lime spreader that was made last month. After further discussion with the dealership, the spreader was not what was previously thought; therefore, he did not move forward with the purchase. He is in the process of making repairs to the 4-ton lime spreader.

EQUIPMENT REPORT: Ron Miller reported on the following:

- Replaced wheel / tire on Haybuster
- Many producers having problems getting seed for the practices, the seeders have been very busy
- Manure Spreader – discussion was held on extending the rental deadline for the manure spreader. All were in agreement to extend. A motion was made by Gerald Sites and seconded by Brian Dayton to extend the rental deadline (weather dependent) until 12/31 (rather than 12/1) for the manure spreader only. Motion carried. * The deadline for the poultry litter spreaders remains 12/1.
- The new no-till seeder has been delivered to the dealership – hope to pick up this week. Discussion on payment for the seeder. A motion was made by Gerald Sites and seconded by JW See to approve payment in the amount of \$24,000 for the new Land Pride no-till seeder. Motion carried.

COMPUTER EQUIPMENT FOR EQUIPMENT RENTALS: The Board discussed the purchase of a laptop computer for use by the position for the rental equipment. This would enable them to access the rental schedule at any time and be able to update with readings, directions, billing information, etc. The administrative specialist reviewed the information for the computer equipment with the Board – several quotes were received \$650 - \$745 for the laptop, will also need to pay WVCA for license fee \$475 annually. Following some discussion, a motion was made by George Leatherman and seconded by Gerald Sites to approve the purchase of a lap top computer for the rental equipment position and pay the license fee to WVCA. Motion carried. The administrative specialist will work with the WVCA IT staff to process the order.

CELL PHONE REIMBURSEMENT: Ron Miller addressed the Board regarding a monthly reimbursement to John Hicks for the use of his personal cell phone for the rental equipment program. PVCD provided the previous employee a monthly reimbursement of \$45 for use of their personal cell phone. Following the discussion, a motion was made by George Leatherman and seconded by Gerald Sites to approve a monthly

payment of \$45 to John Hicks for the use of his personal cell phone for the rental equipment program.
Motion carried.

AG ENHANCEMENT: The following applications and payments were presented to the Board for approval:

WATER TANK APPLICATIONS: Kevin Gonshor \$400 CS; Jimmie Bennett \$400 CS; J. Isaac Bennett \$400 CS; Steve Lambert \$400 CS.

LITTER TRANSFER PAYMENTS: Bernice Hedrick 234.89 tons \$2,348.90; Mark Fink 250 tons \$2,500 CS; Victor Carr 148.6 tons \$1,486.00 CS; Carolyn Ritchie 100 tons \$1,000 CS.

A motion was made by Gerald Sites and seconded by JW See to approve the water tank applications and litter transfer payments as presented. Motion carried.

WVCA: Jeremy Salyer presented WVCA approval of the water tank application for Timber Ridge Cattle & Producer in the amount of \$400 cost share.

CREP: The following CREP invoice was presented for payment approval:

Samuel K. Ellington Jr. New contract #11026 3.67 acres \$135.79 CREP Incentive / \$146.80 CBIP

A motion was made by Gerald Sites and seconded by Lois Carr to approve payment of the CREP invoice.
Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Changes to the Ag Enhancement review process
- Reminder to review / update District policies

Lois Carr thanked Jeremy for his assistance with clarification on the WV Code information.

NRCS: Mikenzie Poling reported on the following:

- EQIP – 37 contracts - \$1,328,000 in funding obligated
- Currently accepting applications for FY22
- Refer new producers to county offices
- Requested input from PVCD for location to host upcoming Employee Camp event
- Luke Hott – pathway intern position in Mineral and Hampshire counties
- Joe Bostic – new technician in Mineral County – to begin work on 10/12
- Derrick Tettenburn will attend dam inspections

WVCA: Ben Heavner reported that producers have been working to complete the fall seeding practices. This has kept the District seeders very busy.

NRCS: Sarah Taylor-Goldizen reported on the following:

- End of year totals – 35 contract - \$1,500,000 in funding obligated.

Charlotte Hoover met with Doris Brackenrich and she said to tell everyone Hello.

Reminder that WVACD Fall Quarterly Meeting will be held virtually on October 18 – 19, 2021. Call in information provided – supervisors invited to participate.

There being no further business, the meeting adjourned at 9:05 pm by motion of Kent Spencer. Motion seconded by Lois Carr. Motion carried. The next regular meeting will be held by teleconference on Wednesday, November 3, 2021, at 7:00 pm.

Chairperson

Secretary

Date