



Potomac Valley Conservation District

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

MINUTES OF MEETING **Teleconference** **November 3, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, November 3, 2021, by teleconference. The meeting was called to order at 7:02 p.m. by chairperson, Charlotte Hoover.

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

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

MINUTES: The minutes of the October 6, 2021, Board meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by George Leatherman to dispense with the reading of the minutes of the October 6, 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 October with the Board. He 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 Gerald Sites to approve the Co-Administered funds report and the General Fund and CDO reports for October 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 October. A motion was made by JW See and seconded by Kent Spencer to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in October. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$64.00 from WVCA for printing of 400 PVCD rack cards for the state fair and other outreach events. A motion was made by George Leatherman and seconded by Gerald Sites to approve payment in the amount of \$64 to WVCA for the rack cards. Motion carried.

LOR: Board action was taken by motion of Kent Spencer and seconded by Ron Miller to approve the chair to sign and submit an LOR (Letter of request of funds) in the amount of \$75,000.00 for NPS 1743 Ag BMP Implementation. Motion carried.

WVACD AWARDS RECOGNITION: The Board reviewed the awards presented during the WVACD recognition in October. Congratulations to Lois Carr! She received the WVACD Rookie Supervisor award. Lois thanked the Board for their nomination, very honored by the recognition and really appreciates the support.

PROPOSED WV CODE CHANGES: Jeremy Salyer reviewed the proposed changes and the process. A copy of the information was provided to the supervisors for review. Lois also addressed the changes / issues discussed during the WVACD quarterly meeting. Voting on the proposed changes will be conducted in January.

WATERSHEDS – Emergency Action Plans (EAPS and Statements of Review): The Board reviewed the emergency action plans and statements of review for Lunice Creek Sites #9, 10, 11; Lost River Sites #4, 10, 27 and Patterson Creek Sites # 1, 2, 3, 13, 15, 20, 22, 24, 25, 26, 28, 30, 38, 41, 44, 46, 47, 50, and 52. A motion was made by Frank Weese and seconded by JW See to approve the EAPs / SORs and authorize the chair to sign and submit to WV Dam Safety. Motion carried.

DEP CORRESPONDENCE: Discussion was held regarding correspondence received from DEP regarding the change in classification of several watershed structures. Don Whetzel reported on the need to provide a response. Following the discussion, a motion was made by Kent Spencer and seconded by Frank Weese to approve the response to DEP – Don Whetzel to assist with the letter. Motion carried.

O&M INSPECTIONS: Don Whetzel reviewed the remaining o&m inspections: N/S Mill Creek tomorrow (11/4) and Lunice Creek next Tuesday 11/9 and Patterson Creek in Mineral County on 11/16 – 11/18. Supervisors are invited to attend.

SOUTH FORK SITE #18: No new information received. It was mentioned that articles on the issue were published in the Grant County Press and the Pendleton Times.

713U AGREEMENT WITH PENDLETON COUNTY: Lois Carr followed up with the County Commission regarding the agreement. The County Commission has signed the agreement and sent to WVCA. Ed Martin discussed the issue and the need for the county to initiate the project. He and Don will contact the county to discuss with them – Lois willing to meet with them next week.

SOUTH FORK SITE #5 SEEP REPAIR: Don Whetzel reported the project has been delayed until next spring due to the lateness in the season.

NEW CREEK SITE #12: Ron Miller reported the landowners have provided an estimate in the amount of \$27,945.00 for the replacement of the bridge. Discussion was held regarding the information. No action was taken at this time – place on the agenda of the December meeting.

TRASH RACKS: Ed Martin reported the trash racks have been completed – he will inspect. They should be shipped to PVCD in near future.

PATTERSON CREEK SITE #49: Ed Martin reported on the draft monitoring plan. Copies were provided to the supervisors for review. Supervisors should review and provide comments. NRCS will inspect the site in next few weeks. Once the monitoring plan is finalized, it will be sent to the landowner with the agreement for signatures. Request to place the item on the agenda of the December meeting.

PATTERSON CREEK SITE #3 CATTLE GUARDS: Gerald Sites indicated he will meet with DOH representatives in Charleston on 11/15. Request additional copies of the photos to take to the meeting.

LOST RIVER SITE #10: Don Whetzel reported on the agreement for the installation of the monitoring system. The agreement has been sent to the Hardy County PSD for signatures. Waiting to hear from them.

PATTERSON CREEK SITE #21 ACCESS MAINTENANCE: Ron Miller reported on the work the access road on Patterson creek Site #21. John Hicks is willing to complete the work – will inspect the site in the next few weeks. Ron requested Don to meet with John on the site.

NORTH / SOUTH MILL CREEK Site #3 CATTLE GUARD: Ron Miller reported on the need to replace a cattle guard on N/S Mill Creek Site #3. He inspected the site recently and discussed the damage. The landowner wants to move cattle on the site in three weeks, therefore, action is needed right away. Ron obtained three quotes for a new cattle guard – he reviewed them with the group. (Valley Welding \$10,500 / Broadway Metals \$8,783.20 / Individual in Mineral County \$9,500). Much discussion was held on the issue, several supervisors recommended a local individual who makes the guards. Ron will contact him and obtain an estimate – discussed the size and materials needed. Ed Martin discussed the deed and easement information with the Board. The suggestion was made to have the District’s attorney, John Athey review the easement and provide feedback on District responsibilities. The Board was in favor of the suggestion. Discussion was also held regarding the need to delegate authority on this issue to have the work completed in the timeframe. A motion was made by Gerald Sites and seconded by Brian Dayton to delegate Board authority to Ron Miller for the project - installation of the cattle guard on N/S Mill Creek Site #3. Motion carried. Ron requested that Gerald Sites provide assistance on the project. The Board agreed that Gerald Sites provide assistance. Following additional discussion, a motion was made by Lois Carr and seconded by Gerald Sites to send the attorney, John Athey the deed / easement for N/S Mill Creek Site #3 and request him to review and provide an opinion on the District responsibility. Provide contact information for Ed Martin and Don Whetzel for any questions. Motion carried.

NRCS: Andy Deichert, NRCS State Engineer, addressed the Board and introduced Don Dodd as the new Program Manager for watersheds. Mr. Dodd addressed the group and provided his contact information. Looks forward to working with the District.

NOMINATING COMMITTEE: Discussion was held regarding the selection of a nominating committee for the executive officers. Following some discussion, the group agreed to keep the same executive officers for 2022. A motion was made by Gerald Sites and seconded by Lois Carr to keep the same executive officers in 2022: Charlotte Hoover, Chairperson; Ronald Miller, Vice-chair; Kent Spencer, Secretary; James W. See III, Treasurer. Motion carried.

FLOAT VALVES: The administrative officer reported that float valves were ordered this month. There was a price increase. Discussion was held regarding an adjustment in the price charged for them – all agreed to increase the price to \$65.00 each. A motion was made by J.W. See and seconded by Lois Carr to approve the increase in price of the float valves to \$65.00 each, effective immediately. Motion carried.

DISTRICT / EMPLOYEE POLICY: Supervisors were provided with a copy of the District Employee policies and requested to review and provide any comments / input regarding updates by the December meeting.

NRCS MEMORANDUM OF UNDERSTANDING: Sarah Taylor-Goldizen reviewed a copy of the MOU between NRCS and the District. Supervisors had several questions regarding the agreement. Supervisors wanted to review the document and put on the agenda of the December meeting for action.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following items:

- Suttle and Stalnaker completed the office review of the financial records in October. The final report is due to the Board by the January meeting.
- The 2022 farm record – Redbooks have been received. Waiting on the 2022 calendar books to ship. Will package both and distribute to supervisors next month.
- The computer ordered for the equipment rental position has been received. WVCA IT staff in the process of installing software and getting it set up. Should be ready next week.
- Will put the tree sale on the December agenda for discussion – what should be offered this year.

SUPERVISOR REPORTS: Lois Carr and Ron Miller reported on the WVACD Quarterly meeting. Lois reported on the discussion held regarding the proposed changes to the code. Vote on the changes will take place in January. Ron Miller indicated other conservation districts are ordering rain gauges. He feels this is a good idea – will check into it for PVCD.

DISTRICT / CREW REPORT: Ron Miller reported on the following items:

- The Crew completed the o&m mowing on the dams last week. They have some additional weed eating to finish.
- The crew is mowing some chicken houses this month.
- The crew will be available to assist with the maintenance work to the access area on PC #21 if needed.
- Need to replace the gate at the shop – should keep closed / locked in the future.
- The new Land Pride no till seeder has been received. It was used by a landowner – Ron assisted in setting it up.
- The rental equipment was busy throughout October – producers completing seeding practices.
- Repairs being made to the 4-ton lime spreader – parts ordered.
- Discussion held regarding the purchase of appreciation gifts for the crew members. The Board was in favor of purchasing coats or something similar for the four crew members. A motion was made by Kent Spencer and seconded by Lois Carr to approve the purchase of coats or similar for the four crew members up to \$500 total. Motion carried.

AG ENHANCEMENT: The administrative specialist reported that a special meeting is necessary to discuss the AgEP exigency program and other issues. Following some discussion, the group agreed to hold the teleconference on Tuesday, 11/9/21 at 7:00pm. Nadene will schedule the meeting and send the call-in information to supervisors.

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

Water Tank Payments: Kevin Gonshor \$251.50 CS; Jimmie Bennett \$251.50 CS; J. Isaac Bennett \$251.50 CS; Steve Lambert \$251.50 CS; Timber Ridge Cattle & Produce \$251.50 CS

Lime Payments: Peyton Umstot 109.1 tons \$2,040.00 CS; Kimberly Godwin 123.5 tons \$2,470.00 CS

Invasive Species Payments: Charles Armentrout \$500 CS; Lawrence Whitacre \$500 CS; Guy Davis \$385.31 CS; Lance Davis \$385.31 CS

Hay Reseeding Payments: John McCoy 16,7 acres \$835.00 CS; Doug Wimer 42.6 acres \$ 2,130.00 CS; Berlin Harper 7.7 acres \$385.00 CS; Timber Ridge Cattle & Produce 8.1 acres \$405.00 CS

Hay Establishment Payment: *Flying W Farms 35.72 acres \$ 4,465.00 CS*

MEB (Most Effective Basin – Stony Run) FY22 Fence Applications: *Rod Ryan \$8,000 CS, James Reed \$3,232 CS; Roger Kitzmiller \$7,000 CS, Peyton Umstot \$8,000 CS*

MEB (Most Effective Basin – Stony Run) Fence Payments: *James Reed \$4,793.61 CS*

Division Fence Payments: *Sarah Johnson – Bonar Family Investments \$5,724.61 CS*

Cover Crop Payments: *Baker Farms 60 acres \$3,000 CS; Hott’s Farming 50 acres \$2,500 CS; Bob Adamson 50 acres \$2,500 CS; Doug Wimer 72.9 acres \$3,645 CS; Raymond Phares 35.1 acres \$1,404 CS; Randy Branson 15.8 acres \$790 CS; Rodney Branson 67.1 acres \$3,158 CS; John McCoy 30 acres \$1,500 CS; Rodney Funkhouser 34 acres \$1,700 CS; Randy Bennett 30 acres \$1,500 CS; Greg Dyer 50 acres \$2,500 CS; Kenneth Harper 15.2 acres \$760 CS; Cynthia Yokum 22 acres \$880 CS; Charles Armentrout 18.6 acres \$930 CS; ** George Leatherman 20 acres \$800 CS; Mike Rexrode 34.2 acres \$1,710 CS; Brookedale Holsteins 57.4 acres \$2,870 CS; Michael Omgs 17.3 acres \$865 CS; Mark Fansler 8 acres \$400 CS; W.C. Taylor 60 acres \$3,000 CS; Jesse Mace 18 acres \$720 CS; Glenn Mathias 42.5 acres \$1,550 CS; Tim Wilkins 75 acres \$3,750 CS; J&L Farm 30 acres \$1,200 CS; Robert Moran 63 acres \$3,150 CS; Brent Titus 29.24 acres \$1,169 CS; Travis Hinkle 22 acres \$1,100 CS; Frank Seldon 20 acres \$1,000 CS; Roscoe Ours 60 acres \$3,000 CS*

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the applications and payments as listed. Motion carried. George Leatherman abstained from discussion and action on this item.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- District policy review / update
- Ag Day – will hold a meet & greet on 2/7/2022
- WVCA budget

AWARD: Gerald Sites suggested that the Pendleton Times should be contacted regarding Lois Carr receiving the Rookie Supervisor award. Charlotte Hoover will contact the newspaper.

There being no further business, the meeting adjourned at 8:50 pm by motion of Kent Spencer. Motion seconded by Lois Carr. Motion carried. The next regular meeting will be held by teleconference on Wednesday, December 1, 2021, at 7:00 pm.

Chairperson

Secretary

Date