



# Potomac Valley Conservation District

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

## **MINUTES OF MEETING** **Teleconference** **December 1, 2021**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, December 1, 2021, by teleconference. The meeting was called to order at 7:04 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:** Jeremy Salyer, Don Whetzel, Ben Heavner, Sam Urban, and Nadene Jewell, WVCA; Sarah Taylor-Goldizen, Joel Bostic, NRCS.

**MINUTES:** The minutes of the November 3, 2021, Board meeting were presented for review and approval. A motion was made by JW See and seconded by Lois Carr to dispense with the reading of the minutes of the November 3, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the November 9, 2021, special meeting were presented for review and approval. A motion was made by JW See and seconded by Kent Spencer to dispense with the reading of the minutes of the November 9, 2021, special meeting and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, J.W See reviewed the treasury reports for the month of November 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 Ron Miller to approve the Co-Administered funds report and the General Fund and CDO reports for November 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 November. A motion was made by JW See and seconded by Frank Weese to approve payment to William Lipps CPA in the amount of \$525.00 for bookkeeping services in November. Motion carried.

**CLOSURE OF LOR ACCOUNT:** The District received a notice from WVCA regarding the closure of the LOR Receiving account. The account was established to receive funds from the state and was necessary because of the non-interest funding received. Since the non-interest is no longer an issue, the funds received by direct deposit can be received directly into the interest account and transferred if needed. Discussion was held on the issue. It was noted that payment for rental equipment from certain vendors, like WVU, are received by direct deposit into the LOR account and this would need to be changed once the account is closed. Following

the discussion, a motion was made by Ron Miller and seconded by Lois Carr to approve the closure of the LOR Receiving account. Motion carried. WVCA fiscal staff will work with the District to make sure no LOR funds are in transit before the account is closed.

INVOICE: The Board discussed an invoice in the amount of \$3,578.57 from Civil Environmental Consultants (CEC) for engineering services on South Fork Site #5. Following the discussion, a motion was made by George Leatherman and seconded by Lois Carr to approve payment in the amount of \$3,578.57 to CEC pending WVCA verification. Motion carried.

WV CENTURY FARM: Applications for the WV Century Farm recognition are due to WVACD by 2/1/2022. They are available on the WVCA webpage. Interested producers can contact the District with any questions.

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 \$5,250.00 for the Elk Garden Underserved Community Garden. Motion carried.

EMERGENCY ACTION PLANS: Board action was taken by motion of Lois Carr to approve the Emergency Action Plan Statements of Review for N/S Mill Creek Sites #3, 4, 7 and 16 and Patterson Creek Sites and authorize the chair to sign and submit to WV Dam Safety. Motion seconded by Ron Miller. Motion carried.

RESPONSE TO DEP – DAM SAFETY: Discussion was held regarding the response sent to DEP, Dam Safety. The response acknowledges the receipt of the letters received in September regarding the rejection of the certificates of approval due to changes in the hazard classification. Jeremy Salyer and Don Whetzel discussed the issue with the Board.

PENDLETON COUNTY 713U AGREEMENT: Lois Carr discussed the 713U agreement with the Pendleton County Commission. The commission signed the agreement and sent to WVCA. Don Whetzel indicated that Brian Farkas signed the agreement this week and returned to the Pendleton County Commission. The Commission will need to initiate the process for the stream work. Lois will contact them and see if they want to have a special meeting to discuss the issue or address it during the regular monthly meeting and get back with Don.

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

NEW CREEK SITE #12: No new information has been received from the landowners regarding the bridge.

TRASH RACKS: Don Whetzel reported the trash racks were delivered to the PVCD shop on 11/22. He met the truck and inspected the trash racks. Discussion was held regarding the installation process. Don reviewed the sites and work needed. Ron Miller requested to visit the sites before a decision is made regarding a contract for the installation work.

PATTERSON CREEK SITE #49: Discussion was held regarding the monitoring plan. Comments have been received from Dam Safety – in the process of reviewing them. Hope to have the plan finalized and to the landowner in the near future. Nadene reported the landowner did stop by the District office in November to inquire about the agreement. Don reported that Ed Martin spoke with the landowner recently.

PATTERSON CREEK SITE #3 CATTLE GUARD: Discussion was held regarding the cattle guard – Gerald Sites will be in the area next week. He is willing to clean out the cattle guard. Frank Weese will meet with Gerald on site to look at the work.

LOST RIVER SITE #10: Don Whetzel reported the fully signed agreement for the LR#10 monitoring system was sent to the Hardy County Public Service District on 11/18/21. No response to date.

PATTERSON CREEK SITE #21: Don Whetzel and John Hicks conducted a site visit and discussed the work on the access area. The work will be completed in early December.

N/S MILL CREEK SITE #3 CATTLE GUARD: Ron Miller and Charlotte Hoover discussed a recent conference call with the attorney to review the easement. Much discussion was held regarding the replacement of the damaged cattle guard. Ron reported it will be replaced tomorrow. Additional discussion was held regarding the cost. The contractor that damaged the cattle guard will be invoiced once the final cost is calculated. The Board reviewed the invoice in the amount of \$6,500 from Alvy Humphreys for the new cattle guard. A motion was made by Gerald Sites and seconded by Frank Weese to approve payment in the amount of \$6,500 for the new cattle guard. Motion carried.

O&M INVOICES: Don Whetzel reported they are in the process of reviewing the o&m invoices from PVCD for verification.

WVACD EAST AREA MEETING: Lois Carr reported the WVACD East Area Meeting will be held on 12/15/2021 at the Monongahela Conservation District office.

SPECIAL WVACD LEGISLATIVE MEETING: A special WVACD meeting will be held on 12/17/2021 at 10 am to vote on the legislative changes. The meeting is being held at the office in Sutton and will also be available by teleconference. Supervisors are encouraged to participate in the meeting. The District will have two votes on the issue. Lois confirmed the PVCD position on the changes.

WVACD WINTER QUARTERLY MEETING: Lois Carr reported that the WVACD Winter Quarterly Meeting will be held on January 18, 19 & 20, 2022 at Stonewall Resort. Supervisor training will be held on 1/20/2022. Supervisors encouraged to attend. *Meeting registration information is in the supervisor packets.*

NRCS MOU: Sarah Taylor-Goldizen reviewed the updated NRCS MOU template with the Board. Several questions were addressed. Following the discussion, a motion was made by Ron Miller and seconded by Frank Weese to approve the NRCS MOU and list the District chairperson as the Administrative Contact, Program Director, Program Contact, and the Signatory Official. Motion carried. The final document will be coming.

DISTRICT / EMPLOYEE POLICY: The Board reviewed the District / Employee Policies. No revisions were recommended at this time. A motion was made by Gerald Sites to approve no changes at this time and continue operation under the current policies. Motion seconded by Brian Dayton. Motion carried.

TREE SALE: Discussion was held regarding the District tree sale for 2022. All were in agreement to hold the tree sale again this spring. A motion was made by Ron Miller and seconded by Gerald Sites to approve holding the 2022 tree sale and place the tentative tree order. Motion carried.

NEWSLETTER: Discussion was held regarding the winter issue of the PVCD newsletter. Several suggestions were made for articles to be included in the issue – equipment rental – highlight the new seeder and AgEP practices. A motion was made by Ron Miller and seconded by Lois Carr to proceed with the distribution of the PVCD winter Newsletter. Motion carried.

PASTURE WEED MANAGEMENT PILOT PROGRAM: Ben Heavner reported on the pasture weed management pilot program. If approved, sign ups will be held in the spring. Two farms will be selected, \$5,000 maximum

per applicant, 3-year program. Following the discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve participation in the program. Motion carried.

MUDLICK RUN OUTREACH MATERIALS: Sam Urban discussed materials for the Mudlick Run Program. He requested \$1,260.00 in program funds for the material. A motion was made by Frank Weese and seconded by George Leatherman to approve \$1,260.00 for the Mudlick Run outreach material. Motion carried.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Suttle & Stalnaker are in the process of preparing the audit report – final report will be ready for the January meeting.
- The 2022 calendars have been backordered. Will distribute as soon as received.
- Reminder of the filing deadline for the 2022 election.

EQUIPMENT REPAIRS: Ron Miller reported on the following:

- Litter Spreader – the drag chain broke and needs to be replaced. Following some discussion, the suggestion was made to trade in the old spreader and purchase a new spreader. Will gather information and report back to the Board.
- Esch – need some work on the planting disks this winter
- Ventrac – the older mower will need replaced before the next season
- The Board agreed these issues need to be addressed before spring – much discussion was held. If purchasing new equipment – should place order soon so it will be received by spring. Ron Miller will investigate and bring information to the Board. Will have a special meeting if needed.

RAIN GAUGES: Ron Miller reported that other Districts were ordering rain gauges – it was discussed during the WVACD quarterly meeting. He will research further – place issue on January agenda.

CREW REPORT: Ron Miller reported the work crew is finished for the season. Equipment rentals have continued to keep John Hicks busy with deliveries.

AG ENHANCEMENT: Reminder of the sign up for the Frost Seeding and Summer Annual Seeding practices 12/6/2021 – 1/14/2022. Applications will be available in the office and on the District webpage.

AG ENHANCEMENT: The following payments were presented for review and approval:

Lime Payments: *Jerry Moore 90 tons \$1,800.00 CS*

Invasive Species Payments: *Allen Warner \$500.00 CS*

Hay Reseeding Payments: *Lawrence Whitacre 27.80 acres \$1,390.00 CS*

Litter Transfer Payments: *Ronald Bean Jr. 250 acres \$2,500 CS; Ronald Bean Sr. 250 acres \$2,500 CS*

A motion was made by Gerald Sites and seconded by Lois Carr to approve the Lime, Invasive Species, Hay Reseeding and Litter Transfer payments. Motion carried.

Division Fence Payments: *Robert Moran \$7,000 CS; Jason Hicks \$7,547.02 CS; \*\* Lois Carr \$2,160.24 CS*

A motion was made by Gerald Sites and seconded by George Leatherman to approve the Division Fence payments. Motion carried. *\*\* Lois Carr abstained from discussion and vote on this issue.*

Cover Crop Payments: \_ Nicole Fansler 21.7 acres 868.00 CS; Mallow Farms 7 acres \$350.00 CS; Doug Marsh 46 acres \$2,300.00 CS; Jim Martin 68.9 acres \$2,367.00 CS; Bill Martin 69 acres \$3,450.00 CS; Andy Mathias 18 acres \$ 630.00 CS; Joe Mathias 75 acres \$2,250.00 CS; Matt Teets 37.2 acres \$1,890.00 CS; Mike Teets 49.87 acres \$2,493.50 CS; Kelly Williams 18 acres \$540.00 CS; Sam Williams 24 acres \$970.00 CS; Paul Bennett 20 acres \$1,000.00 CS; Roy Hedrick 26 acres \$1,300.00 CS; Joseph Miltenberger 21 acres \$ 1,050.00 CS; Tom Kimble 8 Acres \$400.00 CS; Roger & Judy Fansler 35.4 acres \$1,770.00 CS, Todd Fansler 35 acres \$1,750.00 CS, \*\* JW See III 25.02 acres \$1,090.60; Robert E. Williams 17.6 acres \$880.00 CS

A motion was made by George Leatherman and seconded by Lois Carr to approve the Cover Crop payments. Motion carried. \*\* James W. See abstained from discussion and vote on this issue.

Discussion was held regarding the publication of the Ag Enhancement approvals. Jeremy Salyer indicated this is a requirement of the Ag Enhancement Program.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Covid status – WVCA continues in the telework status
- Ag Day in Charleston on February 7, 2022
- WVCA Budget

NRCS: Joel Bostic introduced himself – new soil conservation technician in Keyser office. He replaced Jacob Metcalf and started work in October. He also reported on the following for Hampshire and Mineral Counties:

- CSP contracts
- EQIP / AMA applications
- Christi Hicks returned from Kentucky detail
- Suzy Funka-Petry retirement is effective 12/3/2021. Brandon Duckworth will be acting in her position.

EXECUTIVE SESSION: The Board dismissed by motion of Kent Spencer into an executive session to discuss personnel issues. Seconded by George Leatherman. Motion carried.

A motion was made by Kent Spencer and seconded by George Leatherman to adjourn from the executive session.

Discussion was held regarding a special Christmas get together. If a date is confirmed, Nadene will send notices to everyone.

There being no further business, the meeting adjourned at 9:25 pm by motion of George Leatherman. Motion seconded by Lois Carr. Motion carried. The next regular meeting will be held by teleconference on Wednesday, January 5, 2022, at 7:00 pm.

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Chairperson

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Secretary

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Date