



# Potomac Valley Conservation District

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

## **MINUTES OF MEETING** **Teleconference** **January 5, 2022**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, January 5, 2022, by teleconference. The meeting was called to order at 7:05 p.m. by chairperson, Charlotte Hoover.

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

**OTHERS:** Jeremy Salyer, Don Whetzel, Cindy Shreve, Sam Urban, and Nadene Jewell, WVCA; Heather Duncan, WVACD; Mikenzie Poling, Don Dodd, Andy Deichert, NRCS.

**MINUTES:** The minutes of the December 1, 2021, Board meeting were presented for review and approval. A motion was made by JW See and seconded by George Leatherman to dispense with the reading of the minutes of the December 1, 2021, meeting and approve them as written and distributed. Motion carried.

The minutes of the December 20, 2021, special meeting were presented for review and approval. A motion was made by Gerald Sites and seconded by JW See to dispense with the reading of the minutes of the December 20, 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 December 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 December 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 December. 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 December. Motion carried.

**FY 2020-21 APE AUDIT REPORT:** The final audit report for FY 2020-21 was received today from Suttle & Stalnaker. A copy of the report was emailed to supervisors. JW See discussed the report with the Board. Since it was just received, he asked the Board members to review it and it will be placed on the February agenda for action.

INVOICE FOR THE AUDIT: Action was taken by motion of JW See and seconded by Brian Dayton to approve payment in the amount of \$5,600.00 to Suttle & Stalnaker for preparation of the FY2020-21 audit. Motion carried.

CORRESPONDENCE: The Board reviewed an invoice in the amount of \$675.00 from John Athey for legal services provided June 1 – November 30, 2021. Following some discussion, a motion was made by George Leatherman and seconded by JW See to approve payment of the invoice in the amount of \$675.00 to John Athey. Motion carried.

RESIGNATION: The Administrative Specialist reported that Bethany Kesner, office assistant, submitted a resignation effective the end of December. She has been taking classes in early education and will be working in the school system. With the winter months and slow equipment rentals, it was suggested not to fill the position at this time.

AG EDUCATION MEETING SPONSORSHIP: The Board discussed a request from the WVU Extension Service for sponsorship of the winter ag education meetings. Following some discussion, a motion was made by Kent Spencer and seconded by George Leatherman to approve sponsorship of the meeting in the amount of \$750 per county (x 4 – Grant / Hardy are combined) for a total of \$3,000.00. To be paid with CDO Grant conservation education funds. Motion carried.

INVOICE-CEC: Don Whetzel reviewed the revised invoice from CEC in the amount of \$3,376.07 for engineering services on South Fork Site #5. Following some discussion, a motion was made by George Leatherman and seconded by Brian Dayton to approve payment in the amount of \$3,376.07 to CEC. Motion carried.

PATTERSON CREEK EMERGENCY ACTION PLANS: The Board reviewed the emergency action plans for Patterson Creek Sites # 21, 26, 27, 32, 36, 45, 48 and 50. A motion was made by Brian Dayton and seconded by Kent Spencer to approve the emergency action plans for Patterson Creek Sites 21, 26, 27, 32, 36, 45, 48, and 50 and authorize the chair to sign and submit the plans. Motion carried.

RESIGNATION: Don Whetzel reported that Ed Martin has accepted a position outside of the agency and his last day will be next Friday, 1/14/2022. All agreed that he will be greatly missed, hate to see him leave. They wish him well.

DEP CORRESPONDENCE / CLASSIFICATION CHANGES: No response received to date for the PVCD reply to DEP. Don Whetzel also indicated no new correspondence. Don Dodd and Andy Deichert with NRCS addressed the Board regarding the changes to the hazard classification of multiple dams within the state. The dams in PVCD include: 13 in Patterson Creek; 10 in South Fork and 2 in North/South Mill Creek. These changes increase the opportunity for rehabilitation funding. Dodd reviewed the process with the Board and indicated the deadline to submit a request for the funding is 1/19/2022. A request was made for sponsorship from PVCD to initiate the process. The Board will need to submit the request to NRCS. The suggestion was made to hold a special Board meeting to review the information and take official action. Following some discussion, the Board agreed to hold the special meeting on Wednesday, 1/12/2022 at 7:00 pm. Nadene will schedule the meeting and post the notice.

PENDLETON COUNTY 713U AGREEMENT: Charlotte Hoover reported the meeting with the Pendleton County Commission to discuss the 713U agreement and stream work project has been postponed until 2/1/2022.

NEW CREEK SITE #12: Don Whetzel indicated the landowner is still in the process of obtaining quotes for replacement of the bridge. No new information.

PATTERSON CREEK SITE #49: Don Whetzel is in the process of scheduling a meeting with the landowner to finalize items before the gate can be closed.

PATTERSON CREEK SITE #3: Gerald Sites indicated he is still working on the cattle guard issue.

LOST RIVER SITE #10: The signed agreement for the monitoring system was submitted to the Hardy County Public Service District. The question was asked if the issue needs to be continued as an agenda item? Don will see if necessary.

PATTERSON CREEK SITE #21: John Hicks will complete the work on the access area of Patterson Creek Site #21. Hope to complete this month.

N/S MILL CREEK SITE #3: Discussion was held regarding the replacement of the cattle guard on N/S Mill Creek Site #3. Cattle guard has been replaced and invoices paid. Additional discussion was held regarding repair / replacement of the fence on the site. Following the discussion, the suggestion was made for the supervisors to visit the site and inspect the fence before making a decision. All were in agreement to visit the site in the future.

SOUTH FORK SITE #14: Charlotte reminded the Board the lime needs to be applied to South Fork Site #14 in Pendleton County. This was approved last year but not completed.

LEGAL SERVICES: Discussion was held regarding legal services for the District. Gerald Sites reported he spoke with the attorney regarding possible representation, and he is not interested in representing the Potomac Valley Conservation District. Following some discussion, the Board agreed to continue with the current legal counsel.

ENGINEERING SERVICES: Discussion was held regarding the need to advertise for proposals for engineering services. The current contract was for a period of 2 years and that is up in January 2022. Jeremy Salyer reviewed the process – advertise for proposals, interview, and make decision based on local needs. He indicated there is also a strong need for the agriculture practices (Ag Enhancement / Chesapeake Bay) in addition to the watershed issues. Cindy Shreve addressed the need for the ag component. Jeremy indicated the cost for the advertisements will be paid with o&m funding. He also indicated that WVCA staff will assist in preparation of the request for proposals. Following the discussion, a motion was made by Gerald Sites and seconded by George Leatherman to move forward with advertising for proposals for engineering services – WVCA to assist in the process. Motion carried.

Gerald Sites volunteered to help with the selection process of the engineering firm.

AG DAY AT THE CAPITOL: Heather Duncan discussed Ag Day at the Capitol. A meet & greet will be held on 2/7/2022 beginning at 4:30 – 6:30 pm. Will have District displays set up in the capitol and meet with legislators on 2/8/2022. District display is currently at Guthrie.

RACK CARDS FOR AG DAY: Discussion was held regarding rack cards to be printed for Ag Day. The cards will have District information on one side and WVCA information on the reverse side. Aimee Figgatt and Davin White are working on the cards. Board in agreement to have the cards for Ag Day.

STATE AG ENHANCEMENT COMMITTEE REPRESENTATIVES: Discussion was held regarding the need to appoint a second and third representative with voting authorization for each conservation district. The question was asked when the names need to be submitted – they need to be included in the AgEP Administrative Agreement. The agreement must be finalized and submitted to WVCA in May / June (before the LOR for AgEP funding can be submitted). Charlotte indicated the issue will be addressed before that time.

ENVIROTHON TEAM SPONSORSHIP: Heather Duncan reported the Envirothon Committee met today and she reviewed the cost per team for this year's Envirothon. It will be held April 21-22, 2022, at Cacapon State Park in Morgan County. The cost per team will be \$722.00. Heather indicated that Gretchen Cremann and Susan Sine have both indicated they will have teams this year. Following some discussion, a motion was made by George Leatherman and seconded by Gerald Sites to approve sponsorship in the amount of \$722.00 for the two teams that have expressed interest for 2022 (Moorefield and Hampshire). Motion carried. The funds will be paid from CDO Grant conservation education funds. If additional teams from PVCD are interested, bring information to the Board for consideration of support.

ADMINISTRATION SPECIALIST REPORT: Nadene reported on the following items:

- Reminder for supervisors of filing deadline for the May 2022 election. Must file in county clerk's office by January 29, 2022.
- WVACD Quarterly Meeting reminder – Stonewall Resort 1/18 – 1/20
- 2022 calendar books and farm record books distributed to supervisors. If need additional copies, let Nadene know.
- Request for support of Appalachian Grazing Conference in March 2022 received yesterday. Will include on the February agenda for Board action.
- The winter issue of the PVCD newsletter was sent for distribution before Christmas. Should be received in the mail this week.

WVACD REPORT: Heather Duncan reviewed the monthly report with the Board.

- WVACD Quarterly Meeting Reminder – reviewed agenda / supervisor training / available virtually
- Appalachian Grazing Conference – March 10 – 11, 2022

DISTRICT RENTAL EQUIPMENT & O&M REPORTS: The administrative specialist reviewed the district rental equipment and o&m reports for 2021.

AG ENHANCEMENT: A reminder of the deadline for the frost seeding and summer seeding practice sign up on 1/14/2022. The information was also included in the winter newsletter.

AG ENHANCEMENT: The following payments were presented for approval:

Hay Reseeding Payments: *Denton Kisamore 15 acres \$750 CS*

Stoney River – Most Effective Basin Fence Payments: *Richard Hamblin \$6,993.60 CS, Susan Cook \$1,274.22 CS*

A motion was made by Gerald Sites and seconded by George Leatherman to approve payment of the Hay Reseeding and Stoney River – Most Effective Basin Fence payments as presented. Motion carried.

Division / Exclusion Fence Payments: *John Hicks \$8,000.00 CS, Triangle T LLC \$ 8,000.00 CS, Bill Mitchell \$7,406.40 CS, Matt Nesselrodt \$5,745.60 CS, Zac Smith \$4,724.80 CS, Jack Hedrick \$3,033.10 CS, \*\* James W. See III \$4,241.00 CS.*

A motion was made by Kent Spencer and seconded by Gerald Sites to approve the Division / Exclusion Fence payments as presented. Motion carried. \*\* JW See abstained from discussion and vote on the issue.

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

- WVCA Budget – no reported cuts – submitted request for additional 2 million
- District Video Conference Equipment – The equipment is 4 / 5 years old. WVCA recommends the replacement of the computer, the estimated cost will be \$475 - \$500. Request to place issue on the February agenda for action.
- AgEP Administrative Review – Administrative Specialist will assist in the review – 10% of records
- District Personnel Plan – due to WVCA by March 1<sup>st</sup> – Place on February meeting agenda

NRCS: Mikenzie Poling gave a report for Hampshire and Mineral offices

- Review of EQIP applications

UPCOMING DATES:

- Special PVCD Board meeting 1/12/2022 at 7 pm.
- WVACD Quarterly Meeting 1/18 – 1/20 at Stonewall Resort
- PVCD February Board meeting 2/2/2022 at 7 pm.

There being no further business, the meeting adjourned at 8:30 pm by motion of Kent Spencer. Motion seconded by George Leatherman. Motion carried. The next regular meeting will be held by teleconference on Wednesday, February 2, 2022, at 7:00 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date