



# Potomac Valley Conservation District

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304-822-5174

## **MINUTES OF MEETING** **Teleconference** **February 2, 2022**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, February 2, 2022, 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, Frank Weese, George Leatherman, Gerald Sites, Lois Carr and David Parker

**OTHERS:** Jeremy Salyer, Don Whetzel, Ben Heavner, Aimee Figgatt, Sam Urban, and Nadene Jewell, WVCA; Harold Russell, Andy Deichert, Christi Hicks, Sarah Taylor-Goldizen, NRCS.

**MINUTES:** The minutes of the January 5, 2022, Board meeting and the January 12, 2022, 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 January 5 and January 12, 2022, meetings and approve them as written and distributed. Motion carried.

**FINANCIAL REPORTS:** Treasurer, J.W See reviewed the treasury reports for the month of January 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 Adam Carlin. A motion was made by JW See and seconded by Frank Weese to approve the Co-Administered funds report and the General Fund and CDO reports for January and invoices paid during the month. Motion carried.

**INVOICE:** Board action was taken on payment in the amount of \$525.00 to the accountant, Adam Carlin for bookkeeping services in the month of January. A motion was made by JW See and seconded by Frank Weese to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in January. Motion carried.

**FY 2020-21 APE AUDIT REPORT:** The Board reviewed FY2020-21 audit report prepared by Suttle & Stalnaker. The Treasurer and Administrative Specialist discussed the report with the Board. Following the discussion, a motion was made by Gerald Sites and seconded by JW See to approve the FY2020-21 audit report prepared by Suttle & Stalnaker. Motion carried.

**CORRESPONDENCE:** Appalachian Grazing Conference – The Board reviewed a request / invoice received from WVACD for sponsorship of the Appalachian Grazing Conference in the amount of \$1,000.00. Following the discussion, a motion was made by Ron Miller and seconded by George Leatherman to approve sponsorship of the Appalachian Grazing Conference in the amount of \$1,000.00 – to be paid with CDO funding. Motion carried.

GRAZING CONFERENCE SCHOLARSHIPS: The Board discussed providing scholarships to attend the grazing conference. The office has received a request from a local producer for a scholarship to attend. Following the discussion, a motion was made by Ron Miller and seconded by George Leatherman to approve two scholarships for each county at \$200.00 each – for a total of \$2,000.00 – to be paid with CDO funds. Motion carried. A brief discussion was held – what if more requests are received for scholarships than approved – bring requests back to the Board.

MILEAGE RATE INCREASE: The Administrative Specialist reported the mileage reimbursement rate increased to .585 per mile effective January 1, 2022. Supervisors should use the new rate when submitting travel for reimbursement. The per diem rate remains the same, \$80 per day.

LOR: Board action was taken by motion of Kent Spencer to approve the chair to sign and submit an LOR (letter of request for funds) in the amount of \$1,705.98 for the Ag Enhancement Exigency Fund Rebalance. Motion seconded by Gerald Sites. Motion carried.

LOR: Board action was taken by motion of Kent Spencer to approve the chair to sign and submit an LOR (Letter of request for funds) in the amount of \$5,600.00 for reimbursement of the FY21 audit reimbursement. Motion seconded by Ron Miller. Motion carried.

WATERSHEDS – Meetings have been scheduled with the local sponsors to request o&m funding for FY23. Supervisors met with the Hardy County Commission and the Pendleton County Commission on 2/1/22. Meetings are also scheduled with the Grant County Commission on 2/8 and Mineral County Commission on 2/10. Ron Miller reported the Hardy County Commission requested assistance with obtaining permits to remove the debris in the river at the Gap Bridge. Support for the work has been received from the partner agencies and they are ready to file for permits for the work. Don Whetzel offered to assist – will check on the process for the permits and follow up with the Commission. Charlotte asked Don to follow up with WVCA and see who is responsible for the permits. Ron indicated the meeting regarding the o&m funding went well and thanked Don for providing the o&m reports. Charlotte also indicated the meeting with Pendleton County Commission went well and thanked him for his assistance. Don indicated he will send the reports for Grant and Mineral counties to Nadene this week.

PENDLETON COUNTY 713U AGREEMENT: Charlotte and Don met with the Commission on 2/1 and also discussed the 713U agreements. There is some confusion over the process – Don indicated an on-site meeting will be scheduled with the commission and WVCA representatives to review the process – the Commission needs to be the lead on the project. There was also some discussion on the cost share for the work. Charlotte asked to be kept updated on the issue.

NEW CREEK SITE #12: Don Whetzel reported there is no new information – still waiting on the landowner to obtain additional quotes on the bridge repairs.

PATTERSON CREEK SITE #49: Don indicated he spoke with Rachel Martin today. They have scheduled an on-site meeting with the landowners on 2/9 at 3:30 pm to review the agreement and the process moving forward.

PATTERSON CREEK SITE #3: Gerald Sites indicated no work has been completed on the cattle guard due to the weather.

PATTERSON CREEK SITE #21: Don Whetzel reported that weather has delayed work on the access area.

NORTH/SOUTH MILL CREEK SITE #3: Brief discussion was held regarding the fence. The Board agreed last month to schedule an on-site meeting when the weather gets better to inspect the fence before any decisions are made.

NEW CREEK SITE #17: Andy Deichert and Harold Russell from NRCS addressed the Board regarding design changes on the spillway of New Creek Site #17. Drawings showing the proposed changes were provided to the supervisors for review. The changes will reduce the impact of flooding to the road and adjacent properties. The question was asked if action was needed by the Board – Andy Deichert indicated not at this time. NRCS will keep the Board updated throughout the process. Ron Miller also inquired about the rocks on the structure making o&m difficult to complete. The issue will be addressed. Charlotte suggested the supervisors should meet on-site in the future to inspect the area. Andy was in agreement to meet with the Board. Harold offered to coordinate the meeting. Board agreed to wait until the weather is better.

SOUTH FORK Site #5 – Ron Miller asked about the plan for the work on South Fork Site #5 in Hardy County. Don Whetzel indicated that the work is to be put out for bid again this spring. He is working on it with Gene Saurborn.

TRASH RACKS: Ron Miller inquired about the installation of the trash racks. Don indicated that Ed provided him with the schedule for replacement – will work on the ones that require the least impact first. The others will follow.

STATE AG ENHANCEMENT COMMITTEE REPRESENTATIVES: Discussion was held regarding additional appointees from PVCD to the State Ag Enhancement Committee. They would fill in as the District representative if Ron Miller or George Leatherman are unable to attend / participate in the meetings. Frank Weese and Kent Spencer volunteered to serve as additional PVCD representatives on the State Ag Enhancement Committee. A motion was made by JW See and seconded by Brian Dayton to appoint Frank Weese and Kent Spencer as additional PVCD representatives on the State Ag Enhancement Committee. Motion carried.

ENVIROTHON TEAM SPONSORSHIP: Moorefield High School will have two Envirothon teams this year. They contacted the office regarding sponsorship of the additional team. Following some discussion, a motion was made by Frank Weese and seconded by Ron Miller to approve sponsorship in the amount of \$722 for the second Envirothon team from Moorefield High School. Motion carried. Currently PVCD has approved to sponsor 3 Envirothon Teams – Moorefield High School (2) and Hampshire County Home School (1).

DISTRICT PERSONNEL PLAN: The Board reviewed the District Personnel Plan for FY23. A motion was made by Frank Weese and seconded by Kent Spencer to approve the plan, authorize the chair to sign and submit to WVCA. Motion carried.

AG DAY AT THE CAPITOL / RACK CARDS: Aimee Figgatt reviewed the information for Ag Day with the Board. She also reviewed the information on the district rack cards. WVCA is covering the cost of printing the 150 cards. Gerald Sites indicated he is planning to attend the reception on 2/7.

REPLACEMENT OF THE VIDEO CONFERENCE COMPUTER: Jeremy Salyer discussed the need to replace the computer for the video conference system. The cost estimate for replacement is \$475.00. WVCA IT staff will assist with ordering and installing the computer. Following some discussion, a motion was made by Ron Miller and seconded by Frank Weese to approve the replacement of the computer for the video conference system. Motion carried.

POSTER / PHOTO CONTESTS: Information on the Poster and Photo contests was presented to the Board. The supervisors agreed to hold both contests and provide the following awards: Poster – 1<sup>st</sup> \$25, 2<sup>nd</sup> \$20 and 3<sup>rd</sup> \$15 for each grade category (\$300 total) and Photo – 1<sup>st</sup> \$20, 2<sup>nd</sup> \$15 and 3<sup>rd</sup> \$10 for each category (Youth & Adult) (\$360 total). The deadline for entries will be May 27, 2022. A motion was made by George Leatherman and seconded by Kent Spencer to approve holding both contests and providing the awards as listed above. Motion carried.

SOIL TUNNEL TRAILER: Aimee Figgatt indicated that the Soil Tunnel Trailer has been requested for the STEM event at Potomac State College on 3/25/22. Sponsorship was requested by the Board. Aimee reviewed the costs - maximum cost estimate is \$600. The funds can be paid through the Chesapeake Bay program. Following the discussion, a motion was made by Ron Miller and seconded by George Leatherman to approve up to \$600 for the soil tunnel trailer at the Potomac State College STEM event on 3/25 from 12 – 4 pm. Motion carried. Supervisors are invited to attend.

SPONSORSHIP OF THE SOUTHERN ASSOCIATION OF STATE DEPARTMENTS OF AGRICULTURE: The Board reviewed a request for sponsorship of the Southern Association of State Departments of Agriculture annual meeting to be held at Canaan Valley on June 5 – 7, 2022. Much discussion was held on the issue. The Board was in agreement to provide support; however, unsure of the amount. Following some discussion, it was requested to place this item on the March meeting agenda for action.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Tree Sale – the annual tree sale is underway. The news release was sent out this week and order forms were sent to previous customers. Orders will be accepted thru 3/18 and tree pick up will be on 4/8. Will need assistance packaging the orders on 4/7.
- WVACD Scholarship applications are due to the association office by 3/7/22. Applications are available on the WVCA web page and in the District office.
- WV Century Farms – the deadline for applications was 2/1 – no applications received by PVCD
- Election filing – all current supervisors filed for the primary election in May – no other candidates

EQUIPMENT REPORT: Ron Miller reported on the following:

- Ventrac – should put the purchase of a new Ventrac mower on hold for this year.
- Litter Spreader repairs – It will be very costly to repair the older litter spreader (\$4,500 estimate) Recommend not completing the repairs – will still have 2 spreaders for the spring. The new spreader should be received in June.
- The crusters continue to be busy during the winter months
- John Hicks is doing a good job with repairs and deliveries
- Request to put hiring for crew laborer positions on the March agenda for action. Will need to hire two laborers for weed eating. The employees that do the mowing will return this year.

AG ENHANCEMENT COMMITTEE: The recommendations of the Ag Enhancement Committee were reviewed:

- Recommended to fund additional Lime applications with remaining AgEP funds
- Recommended to open sign up for the CBay fence / water practice: 2/14 – 3/11 sign up period
- Partner with EPCD for a producer work shop this year/ Frank & Dave to serve on committee

A motion was made by Gerald Sites and seconded by George Leatherman to approve the committee recommendations as presented. Motion carried.

AG ENHANCEMENT: The following Ag Enhancement applications & payments were presented for approval:

Frost Seeding Applications: *Lil Em Cattle Company 50 acres \$500 CS; Steven Martin 20 acres \$200 CS; Viola Riggelman 35.15 acres \$351.50 CS; Connie Hoover 30 acres \$300 CS; Terry Alkire 50 acres \$500 CS; Smith Farms 50 acres \$500 CS; Bonnie View Farms LLC 22 acres \$220 CS; John Miller 33.6 acres \$336 CS; Sam Williams 50 acres \$500 CS; Kelly Williams 50 acres \$500 CS; Randall Smith 35 acres \$350 CS; Bill Mitchell 50 acres \$500 CS; Charles Armentrout 50 acres \$500 CS; Jeremiah Shane 15 acres \$150 CS; Brad Heavener 7.8 acres \$78 CS; Paige Alexander 50 acres \$500 CS; WC Taylor 50 acres \$500 CS; Michael Taylor 50 acres \$500 CS; Roger Lewis 50 acres \$500 CS; Gary Mongold 19.7 acres \$197 CS; Robert E. Hudgins 50 acres \$500 CS; Danny Miller 50 acres \$500 CS; Robert E. Williams Jr. 50 acres \$500 CS; Lowell Hedrick 25.8 acres \$258 CS; Bruce Hyre 50 acres \$500 CS; Jonathan Taylor 18.9 acres \$189 CS; Tim Goldizen 50 acres \$500 CS; Charles Funkhouser 50 acres \$500 CS; Rodney Funkhouser 50 acres \$500 CS; Bill Martin 50 acres \$500 CS; Jim Martin 50 acres \$500 CS; Doug Crites 50 acres \$500 CS; William Taylor 50 acres \$500 CS; Peyton Umstot 50 acres \$500 CS; Michael Shaw 50 acres \$500 CS; Carol Shaw 50 acres \$500 CS; Guy Davis 50 acres \$500 CS; Brent Titus 50 acres \$500 CS; Zack Smith 50 acres \$500 CS; Dan Lahman 50 acres \$500 CS; Terry Sites 30 acres \$300 CS; Isaiah Smith 50 acres \$500 CS*

Summer Seeding Applications: *Stephan Cremann 23 acres \$1,150.00 CS; Joe Mathias 38.65 acres \$1,932.00 CS; Sam Williams 14.5 acres \$725.00 CS*

Litter Transfer Applications: *Michael Alt 154 tons \$1,540.00 CS; Kenneth Ritchie 250 tons \$2,500 CS; Michelle Ritchie 250 tons \$2,500 CS; Woodrow Sherman 250 tons \$2,500 CS; Jimmy Sines 250 tons \$2,500 CS; Ben Wolfe 250 tons \$2,500 CS*

A motion was made by Kent Spencer and seconded by George Leatherman to approve the Frost Seeding, Summer Annual Seeding and Litter Transfer applications. Motion carried.

Lime Payments: *Charles Lee 138.72 tons \$2,046.12 CS; Dixon Orndorff 158.05 tons \$2,528.80 CS*

A motion was made by Gerald Sites and seconded by Brian Dayton to approve the lime payments as presented. Motion carried.

WVCA APPROVALS: Jeremy Salyer reported the following applications were approved by WVCA:

Frost Seeding Applications: *James W. See III 50 acres \$500 CS; James W. See Jr. 50 acres \$500 CS; Trista See 47.38 acres \$473.80; Gerald Sites 50 acres \$500 CS; Charlotte Hoover 30.3 acres \$303.00 CS; Stephan Cremann 50 acres \$500 CS; Monica Bennett 23 acres \$230.00 CS; Brian Cook 50 acres \$500 CS; Mark Cook 50 acres \$500 CS*

Summer Annual Seeding Application: *David Parker 16.37 acres \$818.50 CS*

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- WVCA Budget \$ 2.5 million request
- 713U Agreements – need to be updated annually
- SB264 / HB4302 Conservation District update bills – legislation endorsed by WVACD
- Ag Enhancement Administrative Review
- Conservation Farm Contest

NRCS: Christi Hicks reported:

- Program application review – ranking completed by March
- Grazing Conference
- Luke Hott – working in Mineral & Hampshire counties

NRCS: Sarah Taylor- Goldizen reported:

- 110 applications to rank for Grant, Hardy and Pendleton counties

Ron Miller reported that the Hardy County FSA CED, Kelly Rumer lost his barn and animals in a fire last week. Also, a new program technician has been hired in Hardy County FSA.

UPCOMING DATES:

- Ag Day at the Capitol: 2/7 – 2/8
- PVCD March Board meeting 3/2

There being no further business, the meeting adjourned at 8:35 pm by motion of Kent Spencer. Motion seconded by George Leatherman. Motion carried. The next regular meeting will be held by teleconference on Wednesday, March 2, 2022, at 7:00 pm.

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Chairperson

\_\_\_\_\_  
Secretary

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Date