



Potomac Valley Conservation District

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MINUTES OF MEETING

Teleconference

March 2, 2022

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, March 2, 2022, by teleconference. The meeting was called to order at 7:03 p.m. by vice-chair, Ron Miller.

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

OTHERS: Jeremy Salyer, Don Whetzel, Ben Heavner, Cindy Shreve, Sam Urban, Krista Ayers and Nadene Jewell, WVCA; Harold Russell, Erin O'Leary, Christi Hicks, NRCS.

MINUTES: The minutes of the February 2, 2022, 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 February 2, 2022, meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: Treasurer, J.W See reviewed the treasury reports for the month of February 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 Gerald Sites to approve the Co-Administered funds report and the General Fund and CDO reports for February and invoices paid during the month. Motion carried.

INVOICE: Board action was taken on payment in the amount of \$550.00 to the accountant, Adam Carlin for bookkeeping services in the month of February (includes additional fees for preparation and filing of tax documents). A motion was made by JW See and seconded by Gerald Sites to approve payment to Adam Carlin in the amount of \$550.00 for bookkeeping services in February. Motion carried.

CD MATURITY: The Certificate of Deposit with FNB bank matures on 3/2/2022. The Board reviewed the current interest rates at various institutions and agreed to renew the CD with FNB. A motion was made by Gerald Sites and seconded by George Leatherman to approve the renewal of the Certificate of Deposit with FNB for 36 months at the quoted rate of .90%. Motion carried.

FINANCE COMMITTEE RECOMMENDATIONS: The Finance Committee met on 2/23/2022 to prepare the FY23 CDO Grant Budget. JW See reviewed the committee recommendations and budget with the Board. Following some discussion, a motion was made by George Leatherman and seconded by David Parker to approve the finance committee recommendations and the CDO Grant Budget for FY23. Motion carried.

CORRESPONDENCE: The Hampshire County Extension Office contacted the District regarding the donation to the Ag Education Meetings of \$750.00. They were unable to provide meals for the meetings; therefore, less funds were needed. They asked if the district would like their donation returned or applied towards next year. Following some discussion, a motion was made to by Kent Spencer to have the funds applied towards next year. Motion seconded by Lois Carr. Motion carried.

FY23 O&M AGREEMENT: The Board received the signed FY23 o&m cost share agreement in the amount of \$20,000.00 from the Grant County Commission. A motion was made by Kent Spencer and seconded by JW See to approve the FY23 o&m cost agreement with the Grant County Commission and authorize the chair to sign the document. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$1,505.50 for the purchase of trees for the Elk Garden Project. A motion was made by George Leatherman and seconded by Lois Carr to approve payment of the invoice in the amount of \$1,505.50 to Clear Ridge Nursery for the Elk Garden Project. Motion carried.

FOIA REQUEST: The District received a FOIA request from WV Open the Books for the 2021 employee payroll information. It is a similar request as was received last year. A motion was made by Lois Carr and seconded by JW See to approve the information being submitted as requested. Motion carried.

LOR: Board action was taken by motion of George Leatherman to approve the chair to sign and submit an LOR (Letter of Request for funds) in the amount of \$5,000.00 for NPS 1743 District Support. Motion seconded by Kent Spencer. 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 \$25,000.00 for NPS 1743 Ag BMP Implementation. Motion seconded by Lois Carr. 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 \$2,134.00 for reimbursement of 2nd quarter district employee expenses. Motion seconded by David Parker. Motion carried.

WATERSHEDS: O&M Sponsorship: Supervisors attended the o&m sponsorship meetings in February. The FY23 o&m cost share agreements were presented to the sponsors for approval.

713U AGREEMENT: Don Whetzel reported on the meeting with the Pendleton County Commission to review the stream work and the agreement will be held on 3/24.

DEBRIS REMOVAL: The Hardy County Commission is in the process of securing the permit for debris removal work at the gap bridge. A site visit was held on 2/18 to inspect the site – Ron Miller and Don Whetzel attend the meeting. The commission has requested a letter of support from PVCD to submit with the permit application. A motion was made by Gerald Sites and seconded by George Leatherman to provide a letter of support to the Hardy County Commission for the permit application. Motion carried. Ron Miller asked Don Whetzel to assist with drafting the letter. Some discussion was also held regarding the Grant County Commission – Gerald Sites to follow up.

SOUTH FORK SITE #5: Don Whetzel reported they are working on the contract for the work on South Fork Site #5. Will put out for bid this spring. Discussion was held regarding the fence work on the site. Following some discussion, a motion was made by George Leatherman and seconded by JW See to contact Southern

Conservation District and offer the fence work to them. Motion carried. Ron Miller asked Don Whetzel to contact Southern CD and report back to the Board.

RISER AND TRASH RACK REPAIRS: Discussion was held regarding the riser and trash rack repair work. Some sites will require a water draw down to complete the work. Krista Ayers inquired about the use of a tractor from the district to operate the pump for the water draw down. Ron Miller indicated the District tractor is too small and not enough manpower to oversee the work. The Board was in agreement to contract the work for the riser and trash rack repairs. Don Whetzel reported there is a project team working on this issue statewide. He will bring additional information back to the Board next month.

NEW CREEK SITE #12: Krista Ayers reported the landowner on NC#12 has not been able to obtain any written quotes for the bridge replacement. Ron Miller discussed the work and clarified that PVCD has only agreed to help with the replacement of the deck boards on the bridge – not a complete bridge replacement. Gerald Sites reported that he has been in contact with the landowner regarding the issue.

PATTERSON CREEK SITE #49: Don Whetzel met with the landowners on Patterson Creek Site #49 in February. There have been some revisions made to the agreement – Don reviewed with the Board. The suggestion was made to have the attorney review the document again. Don also indicated there are several ground hog holes to be filled and the mowing completed before the gate is closed. Looking at a mid-May timeline to close the gate. Following some discussion, a motion was made by Charlotte Hoover and seconded by Brian Dayton to send the revised agreement for PC#49 to the attorney for review. Motion carried.

PATTERSON CREEK SITE #3 – CATTLE GUARD: Gerald Sites reported the work will be completed.

PATTERSON CREEK SITE #21: Don Whetzel reported the maintenance work on the access area should be complete in the next few weeks.

N/S MILL CREEK SITE #3: Discussion was held regarding the fence repair / replacement. The Board was in agreement to schedule a site visit – need to schedule in near future. Request to put the issue on the April agenda.

NEW CREEK SITE #17 / SITE #1: Harold Russell, NRCS, reported the site visit has been scheduled for 3/15/22 at 10 am. The group will meet at New Creek Site #1 in Keyser and proceed to site #17 afterwards. Harold reported on several issues to be discussed during the site visit. Erin O'Leary also addressed several items for NC#1 that will be discussed during the site visit.

MEETING SPONSORSHIP: Discussion was held regarding sponsorship of the Annual Meeting of the Southern Association of State Departments of Agriculture to be held in June at Canaan Valley. The group was not in favor of sponsorship. Following the discussion, no action was taken on the request.

GREEN HOUSE PROJECT AT CAPON BRIDGE ELEMENTARY SCHOOL: Ed Morgan, Hampshire County Board of Education Member, addressed the group to request assistance with the green house project at the Capon Bridge Elementary School. There is a need to install water for the green house. Mr. Morgan discussed what materials are needed with the Board – approximate cost \$500 - \$750. A request was made for a detailed list of the expenses. Morgan agreed to provide the information. Following the discussion, a motion was made by JW See and seconded by Ron Miller to approve up to \$600.00 for the green house project at Capon Bridge Elementary School- from conservation education funds. Motion carried.

LAND JUDGING: Christi Hicks addressed the Board regarding the land judging contests. The NRCS Soil Scientist requested assistance with the local contest on May 5 – NRCS employees not able to participate with the contest due to restrictions. The suggestion was made to contact the local FFA advisors regarding interest in the local contest. Cindy Shreve reported that Mineral County FFA will not have a team this year. Following the discussion, it was requested to put this issue on the agenda in April.

LOCAL WORK GROUP: Christi Hicks addressed the Board regarding the Local Work Group – need to identify local resource concerns by June. Suggested to hold the meeting in April or May. Discussion was held regarding an in-person meeting. It was held at Brighton Park last year. Several dates were suggested: 4/13, 4/14 or 4/5. The group agreed to look at 4/5/22 if the park is available. Christi will check with Sarah Taylor-Goldizen and confirm the date.

ELK GARDEN PROJECT: Sam Urban indicated the invoice for the project tree purchase was approved earlier in the meeting.

CONSERVATION FARM CONTEST: Jeremy Salyer reported at this point the conservation farm contest will be held this year. To participate in the contest, districts need to submit a District Farm name to WVCA by May 30. Discussion was held – concern expressed over the avian flu.

COMPOSTING WORKSHOP: Jerry Ours addressed the Board regarding a composting demonstration workshop – looking at a tentative date in May. Ron indicated the workshop could be held at the district facility if needed – there is currently not compost on site. Jerry will provide more information to the Board next month. Put on the agenda for April.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- The district tree sale is underway. Have had a good response – sold out of several fruit trees. Orders will be accepted until 3/18. Tree pick-up date is 4/8. Will need help with packaging on 4/7.
- The vendor contacted the district regarding a 26% price increase on float valves effective 3/1/22. An order was placed last week for additional float valves before the price increase. The invoice was presented for payment in the amount of \$3,508.10. A motion was made by Kent Spencer and seconded by JW See to approve payment in the amount of \$3,508.10 to Watson Manufacturing for the float valves. Motion carried.
- Reminder- the Soil Tunnel Trailer will be at the STEM event at Potomac State College on 3/26 from 12-4 pm. Supervisors are encouraged to attend the event.
- The donation for the Appalachian Grazing Conference was sent to WVACD. Have only received one request for a scholarship to attend the conference.

SUPERVISOR REPORTS: Ag Day – Gerald Sites attended the Ag Day reception on 2/7. He talked with several legislators regarding conservation issues.

WVACD East Area Meeting: Lois Carr reported the WVACD East Area Meeting will be held in PVCD on 4/7/22 at the North Fork Ruritan Building in Grant County. She indicated the host district normally covers the cost of the meeting. The rental fee is \$100 for the building or if a meal is provided the fee is waived. The group will prepare a meal for \$12 per person – Lois reviewed the menu options. They are expecting about 20 attendees. Following the discussion, a motion was made by Ron Miller and seconded by Gerald Sites to approve payment of the meals for up to 30 attendees for the WVACD East Area Meeting on 4/7. Motion carried.

Lois indicated a head count for the meal is needed by 3/28. Also asked if Charlotte could attend and provide a welcome and report of district activities.

EQUIPMENT: Ron Miller reported on the following:

- Rental equipment is picking up – spreaders are able to be rented again as of 3/1. John busy with deliveries and maintenance.
- The belt on the litter elevator is in need of replacement. The cost is approximately \$3,500.00. Have several people on the list to rent the elevator. Following some discussion, a motion was made by Gerald Sites and seconded by George Leatherman to approve the replacement of the belt on the litter elevator. Motion carried.
- Delivery fees – discussion was held regarding need to increase the delivery fees due to the increased cost of fuel. A suggestion was made to increase each delivery zone fee by \$5 (\$25, \$35, \$45 and \$55).
- Cruster rental rate – discussion was held regarding the need to increase the rental rate for the poultry crusters. The suggestion was made to keep the current rates and add “Houses over 600 ft \$175 each.” Ron requested the supervisors to review the rate information and place the issue on the April agenda for action.
- Manure Spreader – discussion was held regarding the cleaning of the spreader. May not be necessary to power wash each time. Producer should scrape it when finished.

BILLING FOR MOWING: Discussion was held regarding an invoice for mowing completed at the Leatherman and Bosley poultry houses last fall. Will follow up on the issue.

EMPLOYEES: Discussion was held regarding the need to advertise laborers for the 2022 season. All were in agreement to advertise in the newspapers and the application deadline will be 4/8/2022.

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

Lime Payments: *Debbie Pritts 22.54 tons \$450.40 CS*

Frost Seeding Payments: *Terry Alkire 50 acres \$500 CS; Steven Martin 20 acres \$200 CS*

Hay Reseeding Payments: *Robert Moran 24.9 acres \$1,245 CS*

Litter Transfer Payments: *Kenneth Ritchie 250 tons \$2,500 CS; Michelle Ritchie 250 tons \$2,500 CS; Woodrow Sherman 244.4 tons \$2,444.00 CS*

A motion was made by Kent Spencer and seconded by Lois Carr too approve the Ag Enhancement payments as presented. Motion carried.

WVCA approval: Jeremy Salyer reported that WVCA approved the following application:

Most Effective Basin Fence Application: ****Gerald Sites 2,250 ft \$3,600 CS**

**** PVCD Supervisor**

LIME APPLICATION: Discussion was held regarding a cancelled lime application. Following the discussion, a motion was made by George Leatherman and seconded by Ron Miller to approve the next lime application on the database list for funding. Motion carried.

WVCA: Jeremy Salyer reported on the following:

- WVCA Transitioning into full office staffing – July is projected timeline
- Senate Bill 264 – moving through legislative process
- State Fair Booth – can contact the Administrative Specialist to sign up to work the booth

WVCA: Cindy Shreve reported on the following:

- Reviewed the Standard Operating Procedures for the 319 Program – statewide committee developed the SOP – information provided to supervisors for review
- Most Effective Basin Program – Have struggled to spend the project funds in limited area – Working on revised plan for the program

WVCA: Ben Heavner reported on the following:

- Accepting Chesapeake Bay fence / water practice applications until 3/11/22
- Conference call held today on Field Day with Eastern Panhandle CD – Looking at a September date for the event. PVCD needs to develop budget for the local event. Chesapeake Bay program funds may not be used for food. Discussion was held regarding the use of CDO Grant funds for the field day \$500 included in the budget. Put this item on the agenda in April.

NRCS: Christ Hicks reviewed the monthly report for Hampshire and Mineral counties – copy provided to the supervisors. She also reported that Joel Bostic, soil technician in Keyser has accepted another job. Will advertise for the position in Mineral County in near future.

UPCOMING DATES:

- New Creek Sites #1 & #17 site visits – 3/15 at 10 am.
- PVCD March Board meeting 4/6

There being no further business, the meeting adjourned at 9:18 pm by motion of Kent Spencer. Motion seconded by George Leatherman. Motion carried. The next regular meeting will be held by teleconference on Wednesday, April 6, 2022, at 7:00 pm.

Chairperson

Secretary

Date