



Potomac Valley Conservation District

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MINUTES OF MEETING **Teleconference** **April 6, 2022**

The monthly meeting of the Potomac Valley Conservation District was held on Wednesday, April 6, 2022, 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, Lois Carr and David Parker

OTHERS: Jeremy Salyer, Don Whetzel, Ben Heavner, Sam Urban, Krista Ayers and Nadene Jewell, WVCA; Harold Russell, Christi Hicks, Adam Boner, Brock Markwell, Mike Allen and Elizabeth Ruddle, NRCS; Scott Curl, landowner N/S Mill Creek Site #3; Donny Liller, landowner New Creek Site #12.

MINUTES: The minutes of the March 2, 2022, Board meeting were presented for review and approval. A motion was made by Ron Miller and seconded by Lois Carr to dispense with the reading of the minutes of the March 2, 2022, meeting and approve them as written and distributed. Motion carried.

FINANCIAL REPORTS: The Administrative Specialist reviewed the treasury reports for the month of March with the Board. She 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 Gerald Sites and seconded by Lois Carr to approve the Co-Administered funds report and the General Fund and CDO reports for March and invoices paid during the month. Motion carried.

INVOICE: Board action was taken on payment in the amount of \$500.00 to the accountant, Adam Carlin for bookkeeping services in the month of March (includes overpayment of \$25.00 made in February). A motion was made by Kent Spencer and seconded by George Leatherman to approve payment to Adam Carlin in the amount of \$500.00 for bookkeeping services in March. Motion carried.

CORRESPONDENCE: **INVOICE** – The Board reviewed an invoice in the amount of \$230.00 for materials for the Elk Garden Project tree planting. Sam Urban discussed the materials and the date of the tree planting, 4/9. A motion was made by Gerald Sites and seconded by George Leatherman to approve payment in the amount of \$230.00 from the project funds for the materials. Motion carried.

FY23 O&M AGREEMENT: The Board received the signed FY23 o&m cost share agreement in the amount of \$7,500.00 from the Pendleton County Commission. A motion was made by Kent Spencer and seconded by Gerald Sites to approve the FY23 o&m cost agreement with the Pendleton County Commission and authorize the chair to sign the document. Motion carried.

FY23 O&M AGREEMENT: The Board received the signed FY23 o&m cost share agreement in the amount of \$8,800.00 from the Hardy County Commission. A motion was made by George Leatherman and seconded by Ron Miller to approve the FY23 o&m cost agreement with the Hardy County Commission and authorize the chair to sign the document. Motion carried.

FUNDING NOTIFICATION: PVCD received notification from NRCS that funding was approved for the preliminary feasibility reports on New Creek, Patterson Creek and South Fork watersheds.

INVOICE: The Board reviewed an invoice in the amount of \$38.00 from WVDA for printing of the Mudlick Run Project flyers. A motion was made by George Leatherman and seconded by Lois Carr to approve payment in the amount of \$38.00 to WVDA from the Mudlick Run Project funds. Motion carried.

INVOICE: The Board reviewed an invoice in the amount of \$2,495.00 from Seven Mile Hickory Farm for work completed on the access area of Patterson Creek Site #21. A motion was made by Ron Miller and seconded by Kent Spencer to approve payment of the invoice in the amount of \$2,495.00 from o&m funding. Motion carried.

EMERGENCY ACTION PLANS: The Board reviewed the revised emergency action plans for Patterson Creek sites #12, 14, 20, 41 & 49 and South Fork sites #27, 33, 35, and 37. A motion was made by Ron Miller and seconded by Lois Carr to approve the plans and authorize the chair to sign the documents and submit to dam safety. Motion carried.

713U AGREEMENT- Pendleton County: Charlotte Hoover reported on the site visit held in March with the Pendleton County Commission to inspect the stream work. Don Whetzel reported he is in the process of developing a project agreement for the work.

N/S MILL CREEK SITE #3: Ron Miller discussed the site visit made in March to inspect the work / fence that needs to be replaced at the site. The Board was in agreement to complete the fence work – approximately 300 ft of woven wire and 400 ft of barb wire. There will need to be an estimate. Must contract the work if it is over \$2,500. The landowner also addressed the Board – willing to assist. He offered to provide names of local fence builders to PVCD. Following the discussion, a motion was made by Ron Miller to contract the fence work on N/S Mill Creek #3. Bring estimate back to the Board. Motion seconded by George Leatherman. Motion carried.

NEW CREEK SITE #12: Don Whetzel discussed the estimates obtained by the landowner for the replacement of the bridge on the site. The prices are between \$50,000 - \$65,000 and up. Photos of the bridge were provided to the supervisors for review. The landowner, Donny Liller addressed the Board regarding the work and quotes received. He is having difficulties getting a definite cost estimate due to constantly changing prices of materials. Will be late June before a contractor is able to begin the work. Mr. Liller indicated there are five individuals to divide the total cost of the replacement. Requesting the District to contribute an equal share – estimate of \$8,000 - \$10,000. Discussion was also held regarding the location of the bridge, Grant / Mineral County. Gerald Sites suggested contacting local legislators for assistance. Following the discussion, Ron Miller suggested more research is needed – place on the May agenda for additional discussion / action.

PATTERSON CREEK SITE #49: Don Whetzel indicated the Kopple family has signed the agreement to close the gate on Patterson Creek Site #49 and it has been returned to PVCD. The landowner is in the process of completing several items before the gate is closed. The proposed closing date is 5/16/2022 – may need to be pushed out further – will keep the Board updated. Place item on the May agenda for action.

SOUTH FORK SITE #5: Don Whetzel reported a job showing will be held on May 3 for the South Fork Site #5 contract. Southern Conservation District is interested in completing the fence work on the site. Need to contact Southern CD to get an estimate. Following the discussion, a motion was made by Kent Spencer and seconded by George Leatherman to proceed with the job showing and the contract on South Fork Site #5. Motion carried.

PATTERSON CREEK SITE #21: Don Whetzel reported the access relocation work has been completed on PC Site #21. He inspected the work and it looks good. Will provide verification for the work. Discussion was also held on the Mineral County Commission wanting to open the site to the public. The landowner will require the access road be fenced if it is open to the public. The Commission would be responsible for this cost. It was also indicated that more maintenance is needed on the public sites.

NEW CREEK #1 AND #17 SITE VISITS: Harold Russell reported on the site visits held on 3/15 on New Creek Sites #1 and #17. Approximately 20 in attendance. He reviewed information discussed during the visit and will provide Nadene with a copy of the information distributed by NRCS. Several questions were asked about New Creek Site #1. Harold indicated Erin O’Leary is the engineer for that site. He will provide her contact information.

ENVIROTHON: The District office received requests for sponsorship for the East Hardy and Mineral County FFA Envirothon Teams. The teacher from East Hardy reached out again this week and indicated they have received sponsorship from another source for this year but appreciated consideration by PVCD. Following some discussion, a motion was made by Ron Miller and seconded by Gerald Sties to approve sponsorship in the amount of \$722.00 for the Mineral County FFA Envirothon Team. Motion carried.

COMPOST WORKSHOP: No update.

ELK GARDEN PROJECT: Sam Urban reported on the project. The tree planting will be held on 4/9/2022. He asked the Board to provide one case of water for the event. A motion was made by JW See and seconded by David Parker to provide water for the tree planting – up to \$50. Motion carried.

EQUIPMENT / PERSONNEL COMMITTEE RECOMMENDATIONS: Ron Miller reviewed the recommendations from the Equipment and Personnel Committees. The Equipment Committee recommended an increase in the delivery fees and cleaning fees for the rental equipment. Discussion was also held regarding the rental equipment not being taken care of by the renters. The committee agreed to draft a letter to stress the need to properly care for the equipment or the lessee will not be eligible to rent from the District. The committee also agreed that any accounts past due by 90 days or more will not be eligible to rent equipment until paid in full. A motion was made by Gerald Sites and seconded by Lois Carr to approve that any accounts past due by 90 days or more will not be eligible to rent equipment until it is paid in full. Motion carried. The Personnel Committee reviewed the applications received for the work crew. The deadline for applications is Friday, 4/8. The group will need to review them and schedule interviews. The group also discussed the need to reduce the number of dams to be mowed this year. A motion was made by Gerald Sites and seconded by Kent Spencer to approve the Equipment & Personnel Committee recommendations. Motion carried.

LAND JUDGING CONTEST: Christi Hicks reported the Land Judging contest will be held on May 5 on David Parker's farm in Hampshire County. Only 2 teams to participate this year. Discussion was held regarding lunch for the group. A motion was made by JW See and seconded by Lois Carr to approve providing lunch for the land judging contest on 5/5, up to \$150.00. Motion carried.

LOCAL WORK GROUP: Christi Hicks reported on the Local Work Group meeting to be held on 4/13/2022 beginning at 10 am at Brighton Park in Moorefield. The suggestion was made for refreshments. A motion was made by Kent Spencer and seconded by JW See to approve up to \$100 for cookies / drinks for the meeting. Motion carried.

CONSERVATION FARM CONTEST: Jeremy Salyer reported that WVCA will need the farm name by the end of May. Some discussion was held – suggestion of a Mineral County farm. It was requested to put the issue on the May agenda for further discussion and action.

PVCD FIELD DAY: Ben Heavner reported on the planning meeting held on 3/25 for the field day. The group selected 9/9/2022 as the date for the field day. It will be held at the WVU Farm in Wardensville and will be 5:00 pm – 8:00 pm. Ben discussed the topics / speakers for the event. PVCD could have some rental equipment on display, but not enough time for a demonstration. Would like to purchase grazing sticks to give away during the event. District may want to provide promo items to give away also. WVU Extension will send out post cards and take the reservations. The next planning meeting will be on 5/10. Ben also asked if the Board would be willing to donate use of the no till drill to plant materials during the field day. A motion was made by Kent Spencer and seconded by JW See to approve the donation of the no-till drill for the field day. Motion carried.

MUDLICK RUN PROJECT: Sam Urban reported on the mailer that was sent out for the project. The project addresses septic systems in the Mudlick Run area and will also have an ag component. He will keep the Board updated on the project.

ADMINISTRATIVE SPECIALIST REPORT: Nadene reported on the following:

- Staff will be sorting and filling the tree orders tomorrow. All help is welcome. The pickup for tree orders will be on Friday, 4/8.
- WVACD East Area Meeting will be tomorrow, 4/7 at the North Fork Ruritan in Grant County. Supervisors are invited to attend.
- Advertisement for the PVCD Poster and Photo contests sent to local newspapers and posted on district webpage. Entries due to PVCD by 5/27/2022.

WVACD EAST AREA MEETING: Lois Carr reported on the WVACD East Area Meeting to be held at the North Fork Ruritan tomorrow, 4/7. The meeting will begin at 10 am and conclude with lunch around noon. Supervisors are invited to attend.

PVCD EQUIPMENT REPORT: Ron Miller reported on the following:

- New Litter Spreader ordered, should be received in June.
- Rental equipment has been very busy this month – John busy with deliveries and repairs.
- Discussed the applications received for the work crew – committee will need to review and schedule interviews.

WEED MANAGEMENT PROGRAM: 299 flyers for the weed management pilot program were mailed in early March. Six applications were received for the program. Ben Heavner will review the applications and report back to the Board.

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

Lime Payments: *Robert Yokum 44.93 tons \$898.60 CS; Adam Goldizen 176.21 tons \$3,524.20 CS; SM Bright 88.84 tons \$1,776.80 CS*

Litter Transfer Payments: *Jacob Griffin 250 tons \$2,500 CS; Rock Evick 158.5 tons \$1,585 CS; Nathan Delawder 250 tons \$2,500 CS; Michael Alt 154 tons \$1,540 CS*

Deer Fence Payments: *Mallow Farms \$2,500 CS*

Hay Reseeding Payments: *John Hicks 50 acres \$2,500 CS*

A motion was made by Gerald Sites and seconded by Brian Dayton to approve the Lime, Litter Transfer, Deer Fence and Hay Reseeding payments. Motion carried.

Frost Seeding Payments: *Bonnie View Farm LLC 22 acres \$220 CS; John Miller 25 acres \$250 CS; Charles Armentrout 50 acres \$500 CS; Brad Heavner 7.8 acres \$78 CS; Paige Alexander 50 acres \$500 CS; Robert Eric Hudgins 50 acres \$500 CS; Brent Titus 50 acres \$500 CS; Stephan Cremann 50 acres \$500 CS; Brian Cook 50 acres \$500 CS; Mark Cook 50 acres \$500 CS; Monica Bennett 23 acres \$230 CS; ** Gerald Sites 50 acres \$500 CS; Terry Sites 30 acres \$300 CS; ** Charlotte Hoover 33.8 acres \$338 CS; WC Taylor 50 acres \$500 CS; William Taylor 50 acres \$500 CS; Michael Taylor 50 acres \$500 CS; Connie Hoover 30 acres \$300 CS; Lowell Hedrick 25.8 acres \$258 CS; Robert E. Williams 50 acres \$500 CS, Dan Lahman 50 acres \$500 CS; Kelly Williams 50 acres \$500 CS, Sam Williams 50 acres \$500 CS; Lil Em Cattle Company 50 acres \$500 CS; Randal Smith 35 acres \$350 CS; Peyton Umstot 50 acres \$500 CS; Viola Riggelman 35.15 acres \$351.50 CS; Tim Goldizen 50 acres \$500 CS; Roger Lewis 50 acres \$500 CS , Jonathon Taylor 18.9 acres \$189.00 CS; Bill Mitchell 50 acres \$500 CS*

A motion was made by David Parker and seconded by Lois Carr to approve the frost seeding payments as presented. Motion carried. *Charlotte Hoover and Gerald Sites abstained from discussion and action on the payments.

Division Fence / Water Applications: *Adam Liller \$8,000; Jesse Mace \$8,000 CS; Isaiah Smith \$8,000 CS; Robert Moran \$7,656.68 CS; Zachery Smith \$8,000 CS; Keith Kisamore \$3,550 CS; Allen Simmons \$1,600 CS; Matt Nesselrodt \$5,800 CS; Bruce Alt \$3,000 CS; ** George Leatherman \$1,500 CS; Daniel Jeff Rollins (pending site evaluation)*

Jeremy Salyer indicated WVCA will review and provide documentation on George Leatherman's application.

A motion was made by Lois Carr and seconded by Kent Spencer to approve the Division Fence / Water practice applications. Motion carried.

WVCA: Jeremy Salyer reviewed the WVCA monthly report:

- Senate Bill 264 passed and signed by the Governor. Will be effective July 1, 2022
- WVCA Budget approved - \$2.5 million not completely funded – potential special session
- Covid 19 update – WVCA Staff to return to office full time in near future
- State Fair booth – contact Nadene for assistance in scheduling to work the booth.

NRCS: Christi Hicks indicated a written report was provided in the meeting packets. Available to answer any questions.

WVCA: Ben Heavner suggested the Board should schedule an Ag Enhancement committee meeting in May to finalize the FY23 practices / guidelines. Include on the May agenda.

Upcoming dates:

- WVACD East Area Meeting – 4/7, 10 am at the North Fork Ruritan
- Local Work Group Meeting – 4/13, 10 am at Brighton Park in Moorefield

There being no further business, the meeting adjourned at 9:15 pm by motion of Kent Spencer. Motion seconded by JW See. Motion carried. The next regular meeting will be held by teleconference on Wednesday, May 4, 2022, at 7:30 pm.

Chairperson

Secretary

Date