



Potomac Valley Conservation District

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

MINUTES OF MEETING

December 10, 2024

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, December 10, 2024, at the South Branch Smokehouse. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:00p.m. by chairperson, Charlotte Hoover.

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

OTHERS: Leah Bittinger, Kristen Logsdon, Justin Cook, Ben Heavner, Cindy Shreve, Don Whetzel, Erin Krieger, WVCA; Lee Hagerty, Lily Byars, Willie Haggerty, Erin O'Leary NRCS; Andrea Landis, FSA; Roger Sites, PVCD; Kriston Strickler, Guest; Layla Shreve, Emilee See, Youth Supervisors

MINUTES: The minutes of November 12, 2024, Board Meeting and December 2, 2024, Special Meeting Minutes were presented for review and approval. Following the discussion, **a motion was made by Gerald Sites and seconded by George Leatherman to dispense with the reading of the minutes of the November 12, 2024, meeting and approve them as written and distributed. Motion carried.**

FINANCIAL REPORTS: Treasurer, J.W. See asked that because it was family night that they abstain from reading the treasury reports for the month of November for Co-Administered accounts as prepared by WVCA Fiscal Department and the General Fund, CDO Grant, and Project Account reports as prepared by accountant Adam Carlin. **A motion was made by J.W. See and seconded by Kent Spencer to abstain from the reading and review of the financial reports and approve the Co-Administered funds report and the General, CDO Grand and Project Account reports for November. 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 September. **A motion was made by J.W. See and seconded by Kent Spencer to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in November. Motion carried.**

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

CORRESPONDENCE:

Cacapon & Lost River Land Trust – Sent a letter asking for a donation of funds. A decision was made not to donate and for Kristen to look into whether the district has donated before.

Mathias-Baker Vol. Fire Co. – Sent a letter asking for a donation of funds. A decision was made not to donate.

WVU Extension Hardy and Grant County – Sent a letter asking for \$300 for the Winter Educational meeting series for 2025.

Mineral County Farm Bureau – Asking for donation of funds, Secretary James Coffman called in.

A motion was made by JW See and seconded by Lois Carr to pay \$750 to WVU Extension Hardy and Grant County, WVU Extension Mineral County, Hampshire County 4H, and Pendleton County 4H. Motion Carried. Decision was also made for Kristen to double check what amount was sent last year.

WATERSHEDS:

LOR – there was not an LOR for the December meeting.

Emergency Action Plans – Patterson Creek #37

Statement of Reviews – Patterson Creek #4

A motion was made by JW See and seconded by Kent Spencer to approve the signing of the emergency action plans and statement of reviews, as they are listed above. Motion carried.

Patterson Creek Dam Site #28 – Don Whetzel reported that everything has been wrapped up for the time being.

Blockage at Welton Park/Gap Bridge – Don Whetzel reviewed the email and statement from Doug Kirk and shared with the board that WVDOTDOH does not plan to do any work to the site. Gerald Sites lead a discussion with the board about this issue, expressing how big of an issue this blockage could be. After much discussion a decision was made to send the letter from WVDOTDOH to the County Commission from Grant and Hardy County, Senator Randy Smith, and Delegate John Paul Hott to inform them of what is being said on the blockage issue and send a letter with it expressing the concern of the board.

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REHABILITATION PROJECTS:

New Creek Site #1 – Erin O’Leary requested a motion be made for Charlotte Hoover to sign the request for assistance form and that the board agrees to pay the \$1,000.00 fee once a firm is hired for the rehabilitation of New Creek Sites #1. **A motion was made by Lois Carr and seconded by Ronald Miller to approve Charlotte Hoover to sign the request for assistance form and for the board to agree to pay the \$1,000.00 fee. Motion carried.**

Don Whetzel reported that the closing on the Watson property will be on December 18, 2024, at 10am at Keaton, Frazer, Milleson, & Dante in Romney.

New Creek Site #17 – Erin O’Leary reported that the contractor is working on the final design.

N/S Mill Creek Sites #3 & #4 – Erin O’Leary reported on the updated forms with Freese & Nichols; they are doing one plan for both sites instead of two separate plans and they are adding a cultural resources officer. Erin O’Leary requested a motion be made for Charlotte Hoover to sign the amendment between NRCS and PVCD to add additional funds. **A motion was made by JW See and seconded by Lois Carr to approve Charlotte Hoover signing the agreement amendment between NRCS and PVCD when it moves through NRCS. Motion carried.**

Erin O’Leary requested a motion that Charlotte Hoover will sign off on the task order pending review of the contract. **A motion was made by JW See and seconded by Lois Carr to approve Charlotte Hoover signing off on the task order pending review of the contract. Motion carried.**

UNFINISHED BUSINESS:

Strickler Easement Issue – Kriston Strickler spoke on the continued issues with the easement. Don Whetzel reported that WVCA is not a partner on this easement, the City of Moorefield and PVCD are. Don also reported that the City of Moorefield is supposed to do an annual inspection.

2024 Drought Assistance Program – Don Whetzel spoke on the process of applying for the program; announced that the program opened on December 9, 2024. Charlotte Hoover signed the sub-agreement that was approved at the special meeting that was held on December 3, 2024.

COMMITTEE REPORTS:

Lois reported on the Eastern Area meeting; the board needs to meet to review the changes made in the Constitution and Bylaws for the districts. Lois requested that the board meet 30 minutes before the next regularly scheduled meeting.

NEW BUSINESS:

ADMINISTRATIVE SPECIALIST REPORT:

January through March meeting style – A decision was made to have in person meetings, should there be inclement weather the meeting will be rescheduled.

Float Valves – Kristen spoke on the number of valves that have been sold in the past three months, which was about 20. Kristen asked the board if they think another order should be placed. **A motion was made by Ronald Miller and seconded by JW See to order 40 more float valves. Motion carried.**

Paper Shredder – Kristen spoke on the need of a shredder in the district office. **A motion was made by Lois Carr and seconded by Ronald Miller to approve the purchase of a shredder through the budget line item, office supplies.**

Name Badges – Kristen informed the board that she needs assistance from the board with the ordering of name badges. Lois Carr volunteered to reach out to a local shop in Petersburg.

BOARD MEMBER REPORTS:

Envirothon Team Discussion – Lois Carr requested that this be moved to the next meeting's agenda.

Youth Supervisor Program – *Layla Shreve*: 12 members participated in an interview workshop that was held by the FFA alumni in November as well as a chapter meeting. Floriculture class started selling wreaths last week and will continue to sell them until they are sold out. Sending 6 teams to Morgantown to compete in career development events on December 12th and 13th; includes food science, vet science, milk quality and products, entomology, ag mechanics, and floriculture. Fruit will be delivered this week, and they are preparing to decorate a parking meter in downtown Keyser with the alumni.

Emilee See: Thursday they are sending the ag mechanics team to Morgantown for the career development events, fruit is coming in Monday. Cleaned the greenhouse out and once fixed they will be winter plants. There was a regional meeting on December 10, a member reported to Emilee that it went well.

PVCD REPORT:

Rental Equipment/Repairs – Ronald Miller requested to put rental prices on the January agenda to make a final decision on the new rental rates. Ronald Miller also suggested that the district needs to hold an equipment sale in April.

Billing of Rental Equipment – Ronald Miller stated there was nothing new to report.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

PAYMENTS

D / M **Lime:** *Anthony Cooper \$1,167.21CS; Robert Q. Hott \$586.74CS; Aaron Minor \$3,630.90CS*

D / M **Cover Crop:** *Roscoe E Ours \$2,500.00CS; Roy Ours \$2,500.00CS; Clarice Ours \$2,500.00CS; Phil Eash \$2,000.00CS; Terry Bennett \$1,000.00CS; Robert E. Williams Jr. \$2,500.00CS; Reed E. Williams \$2,500.00CS; **David Parker \$600.00CS; James L. Martin \$650.00CS; William C. Martin \$2,500.00CS; Nicole Fansler \$1,300.00CS*

D / M **Litter Transfer:** *Rocky Pine Farms – Roscoe Alexander \$2,500.00CS*

D / M **MEB:** *Roger Kitzmiller \$7,881.25CS*

A motion was made by JW See and seconded by Lois Carr to approve all payments. David Parker abstained. Motion carried.

Exigency Applications and Payments

APPLICATIONS

D / M **Revegetation:** *Orlando Berg*

D / M **Temp Fence:**

D / M **Livestock Water:** *Bruce D. Alt*

A motion was made by Kent Spencer and seconded by Lois Carr to approve all applications. Motion carried.

PAYMENTS

D / M **Revegetation:** *Orlando Berg \$500.00CS, Cheri Seiler \$91.20CS; Andrew Woodson \$494.95CS*

D / M **Temp Fence:** *Timber Ridge Cattle and Produce Ben Heavner \$311.02CS; John Winslow \$455.00CS; Jennings Pyles \$478.17*

D / M **Livestock Water:** *J. Isaac Bennett \$264.95CS; Bruce D. Alt \$240.09CS*

A motion was made by Kent Spencer and seconded by Lois Carr to approve all payments. Motion carried.

MUDLICK RUN PROJECT:

CONSERVATION AGREEMENTS

FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVCA – Don Whetzel announced that the State AgEP meeting will be held on Monday, December 16, 2024, at Elk District at 10am with a call in option. From PVCD Ronald Miller brought up the discussion on the potential change of funding data, moving from US Census to USDA FSA data. Seven were in favor of FSA data, 3 were in favor of Census data leaving it to a majority rule with FSA data. **A motion was made by JW See and seconded by Kent Spencer that the pleasure of PVCD is to go with FSA data but if Ronald Miller gets to the meeting and decides he feels that we need to stay with the Census data then he has full authority to switch the vote on the district. Motion carried.**

Ben Heavner announced that the 2025 grazing calendar is now out and available.

NRCS – Lee Haggerty put together the numbers of how many contracts are in the state versus how many are from the Potomac Valley District. In the north area (Mineral and Hampshire County) there are 224 contracts and only one soil conservationist in Hampshire County and two in Mineral (one of the soil conservationists is on detail in MD and not assisting WV). Lee presented this information to ask the board that if they have the opportunity to talk with the State Conservationist to express the need for more staffing.

FSA – Andrea Landis reported that the Livestock Forage Disaster Program (LFP) is still open for application and will close on January 31st. The LFP does not help chicken farmers or tree farmers. ELAP, which helps with water transportation and hay hauling, is open until December 31st.

USDA –

UPCOMING DATES:

There being no further business, the meeting was adjourned at 9:08 pm by **motion of Kent Spencer seconded by David Parker. Motion carried.** The next regular meeting will be held on **Tuesday, January 14, 2024**, beginning at **7:00 pm at the Farm Credit in Moorefield**. Weather permitting.

Charlotte R. Hoover

Chairperson

Kent Spencer

Secretary

March 11, 2025

Date