



Potomac Valley Conservation District

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MINUTES OF MEETING

February 11, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, February 11, 2025, via teleconference. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:07p.m. by chairperson, Charlotte Hoover.

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

OTHERS: **WVCA** - Kristen Logsdon, Justin Cook, Ben Heavner, Leah Bittinger, Cindy Shreve, Don Whetzel, Stephan Starcher, Erin Krieger, Krista Ayers; **NRCS** - Lee Hagerty, Kara Neilson, Luke Hott, Erin O'Leary, Andy Deichert, Harold Russell, Christi Hicks, Adam Boner, Mikenze Poling, Derrick Tettenburn; **WVACD** - Heather Duncan; **PVCD** – Roger Sites; **Youth Supervisors** – Layla Shreve

MINUTES: The minutes of January 14, 2025, Board Meeting were presented for review and approval. Following the discussion, **a motion was made by George Leatherman and seconded by JW See to dispense with the reading of the minutes of January 14, 2025, meeting and approve them as written and distributed. Motion carried.**

The minutes of January 23, 2025, Special Meeting were presented for review and approval. **A motion was made by Lois Carr and seconded by JW See to dispense with the reading of the minutes of January 23, 2025, 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. They reviewed the reports 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 Gerald Sites to approve the Co-Administered funds report and the General, CDO Grand and Project Account reports for January. 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 December. **A motion was made by J.W. See and seconded by George Leatherman to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in January. Motion carried.**

INTEREST ACCOUNT: Outstanding checks – Discussion was led by JW See, decision was made to reach out to the individuals to see if they received the checks and if so get them to deposit/cash them. Justin Cook said he would reach out as the outstanding checks are AgEP cost share payments.

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

Zimmerman Farm Service - \$2,113.83 – Ronald Miller explained that the axle purchased was for the one Esch Drill that had been broken back in October, work was completed at Valley Welding. Kristen Logsdon reported that an email was received from Zimmerman's explaining that PVCD had not actually ever been billed for this purchase as they got new credit card machines, and it caused an issue in their billing system. Kristen also reported that there were no late fees on the bill since Zimmerman's said it was their fault, and the total of the bill included the axle plus shipping to Valley Welding. **A motion was made by Lois Carr and seconded by Ronald Miller to approve the payment of the invoice of \$2,113.83 to Zimmerman Farm Service. Motion carried.**

CORRESPONDENCE:

Gretchen Creman – sponsorship to WV Envirothon Competition on April 16-17, 2025, in Cedar Lakes. 2 adults and 7 students will be \$482.50. **A motion was made by Kent Spencer and seconded by JW See to approve sponsorship of Gretchen's Envirothon team for the competition at Cedar Lakes in the amount of \$482.50. Motion carried.**

Arbor Day Poster Contest – Discussion was held on the topic. No action was taken.

Lacee Kesner – sponsorship to WV Envirothon Competition on April 16 & 17, 2025, in Cedar Lakes. 5 students and 2 advisors, specific dollar amount had not been given by Lacee. **A motion was made by JW See and seconded by Lois Carr to approve sponsorship up to \$500.00 for Lacee's Envirothon team to go to the competition at Cedar Lakes. Motion carried.**

Judith Lyons – sent out a letter/email to all districts, regarding the transfer of funds within the districts' accounts. JW spoke about this earlier in the meeting stating that her letter was about ensuring that funds are being transferred properly and accordingly and that there are no issues within the Potomac Valley District. No action was taken.

Stephan Starcher – emailed the signed New Creek Watershed O&M Equipment Lease between PVCD and the City of Keyser. Stephan expressed that this agreement was originally dated back in September and that it had been presented to the board previously and that he had spoken with Ronald Miller recently about the agreement. Ronald Miller led a discussion and stated that he looked at the contract and it looked good. **A motion was made by Ronald Miller and seconded by JW See to move forward with the agreement. Motion carried.** Discussion continued about the purchase of a mower and trailer; state will fund this.

WATERSHEDS:

OM&R Invoices to the State – Don Whetzel reported that the district has not invoiced the state for the O&M work yet for last summer, he is currently processing them and will have them ready for the next board meeting for final approval.

Emergency Action Plans – There were not any EAPs this meeting.

Statement of Reviews – There were not any Statement of Reviews this meeting.

Blockage at Welton Park/Gap Bridge – Gerald Sites requested the letter from WVDOHDOT to take down during conservation day on February 20th. Stephan Starcher re-reported that it would be 41,000yds and at 15yds a truckload it would be 2,753 truckloads (triale). Discussion continued about wanting to spread the word to the commissioners.

REHABILITATION PROJECTS:

New Creek Site #1 – Erin O’Leary reported that it is in the design phase now. Paperwork was prepared to request AE firms from WVACD’s IDIQ pool of contracting firms, was sent out January 27th and they are expecting proposals from the AE firms February 19th. Once the proposals are received, they will be shared, NRCS team will do a ranking and evaluation and then the board will be able to choose who they prefer.

N/S Mill Creek Sites #3 & #4 – Erin O’Leary asked for an update on the motion that was made at the last meeting where the board moved to have their attorney review the draft MSA. Kristen Logsdon reported that she had reached out to the attorney in Romney and that the office does not do that kind of work and she was unable to get ahold of the attorney in Keyser. Therefore, there is no further update on the matter.

New Creek Site #17 – Harold Russell reported they have made some pretty progress towards final design. Harold asked the board for their preference on placement of an information plaque, he suggested around the current auxiliary spillway, board agreed with the suggestion.

Discussion on Triad – Charlotte Hoover reported that she heard from her cousin who works for Triad that an email was sent to Brad Reynolds, and it was about PVCD in WV seeking AE services and the email said “we received an RFP from the Potomac Valley Conservation District and are deciding whether to pursue it. If you recall, PVCD is the same district that indicated a negative interaction with Triad. Could you let me know if you were able to find out the source of this issue? If we pursue the work we want to be able to mitigate the issue if possible.” Charlotte then asked if anyone knew anything about a negative interaction with Triad. There was more discussion on the topic, but no one could recall a negative interaction. Ronald Miller suggested putting this topic on next month’s agenda and encouraged Charlotte to keep trying to reach out to Gene Saurborn. Andy Deichert from NRCS suggested talking with Gene Saurborn first and then responding to Triad.

Federal Funding Pause - Christi Hicks reported that projects funded by BIL (Bipartisan Infrastructure Law) and IRA (Inflation Reduction Act) currently are on pause. This pause has the potential to impact the projects on New Creek 1 design and N/S Mill Creek 3&4. Andy Deichert reported that he does not believe the pause the short term tasks since the district has not submitted task orders with and A&E firm.

UNFINISHED BUSINESS:

2024 Drought Assistance Program – Justin Cook reported that all applications had been submitted and the application window closed January 30th. JW See requested all four signatories – Dave Parker, Brian Dayton, George Leatherman, and JW himself, to set a date to come into the District Office to sign all the checks once the checks have been printed. JW also reported that there will be over 500 checks and that it would be best to select a Monday, Tuesday, or Wednesday so Grace and Kristen will be in the office.

NEW BUSINESS:

Grazing Lands Conservation Initiative: Education Event Funding Opportunities – Erin Krieger spoke on the opportunities through this program. \$3,000.00 is being offered to host a field day, pasture walk, workshop or another conservation community outreach event and these events must cover components of the following topics: soil health, grazing techniques, forages, weed control and nutrient management. The funds can be used to cover speaker fees, literature, handout items, rental of tents, chairs, facilities, and portable sanitary facilities. Districts can either pull the funds individually or team up with other district(s) to host a larger scale event, which is encouraged. This program is also offering \$400.00 for districts to purchase a tablet or iPad to be used as a learning device for cooperators that come into the district office and want more information on the above topics. Erin Krieger also reported that the different agencies; Association of Districts, Extension, Conservation Agency, Department of Ag, Farm Service Agency and Natural Resource Conservation Service are developing the idea to partner with each conservation district to host workshops to educate livestock producers on resources available to assist in drought recovery and build resiliency in pasture and forage systems with the framework of “I survived the drought. Lessons in grazing management.” This thought of effort would pair very nicely with these available funds. If you wanted to have a motion at the pleasure of the board to approve interest in working within these types of events to host these events, this 2025 field season with the funds from this effort, if it was so, your pleasure. There was some discussion amongst the board. **A motion was made by Ronald Miller and seconded by JW See to express interest in the program. Motion carried.**

1162 Lower Cove Road Property – Ronald Miller opened discussion on the topic, stating that this property is still owned by PVCD and is located over in Lost River where a dam was supposed to be built. Don Whetzel and Stephan Starcher approached Ronald Miller about the property and how the district needs to get rid of the property. Ronald Miller suggested writing a letter to Judith Lyons stating that the district would like to sell the land, and money would go towards one of the dams on rehab. Don Whetzel stated that himself and Stephan Starcher had spoken with upper management and their recommendation was that the district should consider getting rid of this piece of property, if for nothing else than liability reasons. Stephan Starcher stated that the chances of a dam being built there are very, very, very slim and he thinks it would be better suited to use those state dollars towards one of the projects that is active at this point. Ronald Miller continued discussion on what the selling process might look like. Stephan Starcher offered for himself and/or Don Whetzel to help Kristen Logsdon put a letter together to send to Judith Lyons about selling the property. **A motion was made by Ronald Miller and seconded by George Leatherman to have a letter put together stating what the district wants to do with this property and have Charlotte Hoover sign it and then send the letter to Judith Lyons. Motion carried.**

LORs— NPS1743 Ag BMP Implementation \$170,000.00 & NPS1743 Most Effective Basin \$54,681.00 – **A motion was made by Ronald Miller and seconded by JW See to approve the signing of both LORs by chairperson, Charlotte Hoover. Motion carried.**

Project funds to be recalled back to the state: 319 NPS Management Program (\$1.49), 319 State NPS Mill Creek of S Branch (\$35.72), 319 State NPS South Branch (\$20.48), Ag Enhancement Demo Project: Green Beans (\$675.24), Ag Enhancement Demo Project: Green Bean Equip(\$595.19) – **A motion was made by JW See and seconded by George Leatherman that all program funds (as listed above) with the balances as of February 11, 2025 plus any accrued interest be sent back to the state. Motion carried.**

Elk Garden Tree Replacement: Trees \$120.00, maintenance \$150.00 – Leah Bittinger reported that she is ordering 2 red buds and 1 dogwood tree to replace 3 trees that died on the Elk Garden project and that she did not receive the quote back for the maintenance so she is requesting \$150 to ensure enough funding to cover the mulch, tree steaks, any tubes, and other supplies that might be needed. **A motion was made by Ronald Miller and seconded by JW See to approve the purchase of trees at \$120.00 and the \$1500 for maintenance. Motion carried.**

Mike Teets @ Lost River 4 – George Leatherman reported that Mike Teets reached out to him about wanting to remove some cedar trees and the contract says not to cut anything over two inches. Discussion was held back and forth between board members. Ronald Miller stated that he thought the board agreed not to let Mr. Teets do anything with the front of the dam. Charlotte Hoover also thought the same thing. JW See spoke up and said he would get with Don Whetzel to look over the new hay lease to see what is stated in it and see what is able to be done. Kristen Logsdon reported that the two new hay leases that were mailed out back in December have not yet been received from the cooperators. JW See reassured that he and Don Whetzel would get with Mike Teets within the week to get this squared away.

ADMINISTRATIVE SPECIALIST REPORT:

Tree Sale – Kristen Logsdon reported that a pickup date needs to be sent to Adams County Nursery by February 14, 2025, and that the public pickup date for the trees is April 4th. After much discussion and questions JW See suggested April 2nd as the pickup date from the nursery. Everyone agreed with the suggestion. Kristen will reach out to Adams County Nursery with that information.

Supplies for Drought Program – Kristen Logsdon informed the board that the WVDA will be reimbursing the districts for the cost of supplies such as envelopes, checks, labels, and stamps. Kristen also reported that checks and envelopes were already ordered, and the only thing left to purchase is stamps.

Ordering checks for LOR Receiving Account – Kristen Logsdon reported that the stock of LOR Receiving checks is low and asked if a motion was needed to order more. **A motion was made by JW See and seconded by Lois Carr to approve the purchase of checks for the LOR Receiving Account. Motion carried.**

Notary – Kristen Logsdon reported that there has been comments from several different agencies about not having a notary in the building, discussion took place between JW, Kristen and Grace before this meeting where Kristen agreed to becoming a notary. JW See explained what type of paperwork might be notarized. **A motion was made Lois Carr and seconded by JW See to pay for the registration and stamp for Kristen Logsdon becoming a notary. Motion carried.**

Retention of old Ag EP records – Kristen Logsdon brought the topic to the board's attention and asked for clarification on how long they wanted to retain records as space is trying to be made in the district office for new programs, such as the WVDA Drought Program. JW See led discussion on the topic. **A motion was made by Lois Carr and seconded by JW See to scan documents in, retain all records for 10 years and after 10 years properly dispose of the records. Motion carried.**

Deed from K, F, M, & D – Kristen Logsdon reported she received the deed of PVCD owning the Watson property at New Creek 1 and that she had received the final deed of the state committee owning it. Was instructed to file with the other paperwork for New Creek Dam Site 1.

New Creek dam inspection paperwork – Kristen Logsdon wanted to make sure no other action besides filing the paperwork needed done. Was instructed to file the paperwork away with the dam sites.

Don Whetzel reported that district policy manuals and district personnel plans are due to the State Conservation Committee by March 1st. Don also mentioned that he has the presentations prepared for the county commissions meeting to ask for O&M sponsorship.

BOARD MEMBER REPORTS:

Conservation Day – Much discussion took place on who might be attending, what supplies would be picked up from the office, and what hotel everyone is staying in. Heather Duncan answered some questions about details of the day, times, shuttles, etc. Short bios about the Conservation Farm Winners need sent out to representatives and Kristen Logsdon said she would take care of emailing those out for the district.

Envirothon Team Discussion – Lois Carr reported that there are no updates.

Youth Supervisor Program – **Layla Shreve:** Since last meeting the chapter has been very busy, holding many work nights for members getting their state degrees and to work on record books. All ag classes have been busy prepping for the upcoming semester, especially in the greenhouse and high tunnel. Last Friday, 12 members attended line dancing and karaoke at Hampshire. Their strawberry sales will end on Thursday. The upcoming week is national FFA week, with many activities planned, such as scavenger hunt, a coloring contest, dress up days, a chapter meeting with state officer speaker and snow tubing at Canaan. Towards the end of the month a regional bowling activity with Hampshire will be held in Keyser. They will continue preparing for their ham bacon egg show and auction that will be held in the second week of March.

Emilee See: Emilee was not present, so JW See spoke on her behalf, reporting that all ham and bacon sales are coming up. Mineral County's is on March 13th, Tri County's is on March 14th, and Hampshire County's is on March 15th. They have been selling strawberries.

PVCD REPORT:

Rental Equipment/Repairs – Ronald Miller did not have much to report on. The crusters have been busy and everything is ready for the upcoming rental season.

Billing of Rental Equipment – Nothing to be reported.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Determine CBay Fence Sign-Up Date – Justin Cook suggested a window of February 18, 2025, to March 7, 2025. **A motion was made by JW See and seconded by Ronald Miller to approve the application window for CBay Fence to open on February 18, 2025, and close on March 7, 2025. Motion carried.**

Thomas Kimble – undelivered check – Discussion was held on this topic. A decision was made to wait until the next meeting to see if he receives the check and add this item to March's agenda. If he has not received it by then the board will then take further action.

PAYMENTS

Lime: Alan Goff \$1,656.77CS; William H. Taylor \$3,405.60CS; Michael W. Taylor \$3,033.54CS

Cover Crop: Dream Lake Farm \$2,500.00CS

Chesapeake Bay Fence: Roy Milleson – Milleson Stock Farm Inc. \$6,924.95CS; Isaiah Smith \$8,000.00CS; Zachery Smith \$6,821.23CS

Frost Seeding: Michael W. Jones Sr. \$1,000.00CS

A motion was made by JW See and seconded by Lois Carr to approve all payments as listed above: Lime, Cover Crop, Chesapeake Bay Fence, and Frost Seeding. Motion carried.

MUDCLICK RUN PROJECT:

CONSERVATION AGREEMENTS

FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVCA – No updates.

NRCS – Lee Haggerty reported that the Soil Contact position was going to open in Romney but due to federal actions this has been put on pause as well as payments and modifications to any contracts that were funded under the Inflation Reduction Act. Adam Boner reported that Sarah Taylor-Goldizen has taken a 120 day detail as programs manager for the state out of the state office and he is taking her place in Potomac Valley South while she is out.

PVCD – Lois Carr reported that the Eastern Area Meeting is scheduled at the Potomac Valley this time at the North Fork Ruritan Club on Monday, March 3, 2025, at 10 o'clock. Lois also asked for funds up to \$300 to cover the meeting place and the meal. **A motion was made by Kent Spencer and seconded by JW See to approve up to \$300 for meals and rental of the space. Motion carried.**

WVACD – Heather Duncan reported that the freeze on federal funds has affected the Community Development Grant that Powder Keg Farms had submitted, and all that funding is currently on hold. The executive committee still plans to meet at the end of the month and rank those applications that were submitted for the grant. Heather also reported that this freeze on funds affects her position and as of right now her last day is the 28th of February. The NACD meeting is happening now in Salt Lake City, and she is happy to report that they have a 1st place photo contest winner from Western Conservation District and 2nd place photo and poster contest winners were from Northern Panhandle District. Heather also suggested that the board consider appointing a designated committee member for the Grasslands Committee.

UPCOMING DATES:

Conservation Day at the Capitol – February 20, 2025

Eastern Area Meeting – Monday, March 3, 2025 @ North Fork Ruritan in Cabins, WV

Next Board Meeting – Tuesday, March 11, 2025, style of meeting TBD

There being no further business, the meeting was adjourned at 9:05pm by **motion of Kent Spencer seconded by George Leatherman. Motion carried.**

Charlotte R. Homer

Chairperson

Kent Spencer

Secretary

March 11, 2025

Date