



Potomac Valley Conservation District

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

MEETING MINUTES

April 8, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, April 8, 2025, at the Farm Credit Building in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:04p.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, Associate Supervisor: Paul Clayton

OTHERS: **WVCA** - Kristen Logsdon, Justin Cook, Ben Heavner, Leah Bittinger, Cindy Shreve, Erin Krieger; **NRCS** - Lee Haggerty, Christi Hicks, BJ Haggerty, Skylar Martin; **FSA** – Eric Custer; **PVCD** – Roger Sites, Grace Engelman; **Youth Supervisors** – Layla Shreve – Mineral County FFA, Emily See – Moorefield FFA; **Public Guest** – Kristen Strickler, Carolyn Strickler

MINUTES: The minutes of March 11, 2025, Board Meeting were presented for review and approval. Following the discussion, **a motion was made by JW See and seconded by Kent Spencer to dispense with the reading of the minutes of March 11, 2025, meeting and approve them as written and distributed. Motion carried.**

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the treasury reports for the month of March 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 Lois Carr to approve the Co-Administered funds report and the General, CDO Grand and Project Account reports for March. 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 March. **A motion was made by J.W. See and seconded by David Parker to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in March. Motion carried.**

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

Tree Sale Refunds: Steven Martin \$48; R. Mark Stacpoole \$64; Mark Wolfe \$16. **A motion was made by JW See and seconded by Kent Spencer to approve the above refund payments. Motion carried.**

CORRESPONDENCE:

State Fair Committee – Reminding and inviting the districts to bring swag items for the state fair booth. The board held discussion on the type of items to purchase and agreed on supplying swag items this year.

WV Watershed Network – Asking for support from the districts to sponsor their upcoming symposium. The board made the decision not to sponsor this event.

WV Envirothon – Lois Carr spoke on urgent sponsorship for the upcoming competition on April 16th; Envirothon Committee asked for \$500.00 sponsorship. **A motion was made by Ronald Miller and seconded by Kent Spencer to approve the \$500.00 sponsorship. Motion carried.**

WATERSHEDS:

Emergency Action Plans – None reported

Statement of Reviews – None reported

Blockage at Welton Park/Gap Bridge – Gerald Sites reported that himself and Frank Weese went to the Grant County Commissioner meeting and while there presented information on the district's concern on this blockage.

REHABILITATION PROJECTS:

New Creek Site #1 – Discussion on proposals, no motions made. A meeting is being set up with NRCS on either April 30th or May 1st at 10am to discuss the AE firms and their proposals, the meeting will be held at the Farm Credit building.

N/S Mill Creek Sites #3 & #4 – Roger Sites reported they are waiting on funds to be released

New Creek Site #17 –

UNFINISHED BUSINESS:

Stricklers – Moorefield – South Fork Channel – **A motion was made by Ronald Miller and seconded by JW See for a letter requesting assistance in evaluating the potential impacts of an installed culvert, to be signed by the chairperson and sent out to the State Conservationist with NRCS. Motion carried.**

NEW BUSINESS:

Local Work Group Meeting – **A motion was made by JW See and seconded by Lois Carr to schedule and host the local work group meeting on May 14th at 10 a.m. at the Farm Credit building in Moorefield. Motion carried.**

Administrative Agreement – **A motion was made by JW See and seconded by Lois Carr to approve the signing of the agreement once the details have been reviewed by the board later in the meeting. Motion carried.**

GRASS Applications – Nicole Fansler and Carol Webb, with a joint LOR of \$40,000.00. **A motion was made by JW See and seconded by Kent Spencer to approve the applications and the signing of the \$40,000.00 LOR. Motion carried.**

ADMINISTRATIVE SPECIALIST REPORT:

Tree Sale – Discussion on how the tree sale went. No motions made.

Suttle & Stalnaker Agreed-Upon Procedures Report – Kristen read through the draft report that was sent to the district. **A motion was made by JW See and seconded by Kent Spencer to approve the signing of the letter to Suttle & Stalnaker. Motion carried.**

BOARD MEMBER REPORTS:

Youth Supervisors – **Layla Shreve:** Ham bacon egg auction in March. Two classes and the beef expo team went to bull branding in Wardensville and learned how the process works. Layla participated in an employment skills leadership development event and placed third as an individual. State degree reviews were on 4/8/25 and six passed and will be getting their state degree including Layla. She is the state star placement award winner. They are wrapping up their flower fall sale. FFA alumni is hosting an interview workshop for members on Thursday. They are studying for beef expo and competition on Friday. Tractor driving practice. Horticulture class is preparing the greenhouse for opening after spring break, which is the week of the 23rd.

Emily See: Friday is the WV Stockman's contest in Jackson's Mill at the beef expo. All of their meat packaged and most of it has been sent out from the ham bacon sale. Prepared public speaking contest and LDEs in Pendleton County on Thursday. Process of planning their banquet, first or second week of May. Most of their seniors have received their FFA stoles. Working on getting their greenhouse planted. Weigh-ins for the big steers for Tri-County fair. Envirothon teams are going down next week. An auctioneer test next week for Emily.

PVCD REPORT:

Equipment Sale – Potentially on May 17, 2025

Rental Equipment/Repairs – Ronald Miller reported that he ordered the new litter spreader for \$38,681.84. **A motion was made by JW See and seconded by Kent Spencer to cut the check to pay for the new litter spreader. Motion carried.**

Billing of Rental Equipment – Grace Engelman discussed billing issues with a specific producer. **A motion was made by Ronald Miller and seconded by Brian Dayton to bill said producer \$450 plus delivery for the half days they used it and make it clear that next time they want to rent something it will be by the day not the half day. As well as the clarification, they will do half day billing if John gets it there late and picks it up early. Motion carried.**

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – still open

Ag. Enhancement Committee Recommendations – cut deer fence and keep the rest of the practices, letters to big corps asking for money to sponsor the different practices, June 16th – July 18th will be the AgEnhancement application window with everything due by May 29, 2026; Frost Seeding cost share rate is TBD so it can be revisited at a later date due to the unknown potential in seed cost changes, Dec 1 – Jan 9 will be Frost Seed and Summer Annual sign-ups, no property line fence or boundary fence as well as no payment on fencing that is along secondary roads. **A motion was made by JW See and seconded by Lois Carr to approve the above recommendations for FY26. Motion carried.**

CBAY APPLICATIONS

MEB: Rhonda F. Ebert \$4,080.00CS; Brenton Ebert \$8,000.00CS; Scott Kitzmiller \$2,754.00CS; Rhonda S. Idleman \$8,000.00CS; David Idleman \$8,000.00CS; David Jones \$6,497.40CS

CBay Fence: Fairview Farms \$8,000.00CS; Isaiah Smith \$8,000.00CS; Zachery Smith \$8,000.00CS; Nicole Fansler \$8,000.00CS; Justin Frye \$6,479.70CS; Brent Titus \$8,000.00CS

A motion was made by Lois Carr and seconded by George Leatherman to approve all CBay applications. Motion carried.

CBAY PAYMENTS

MEB: Tammy L. Evans \$7,432.75CS; David L. Idleman \$8,000.00CS. **A motion was made by JW See and seconded by Lois Carr to approve these two payments. Motion carried.**

AgEP PAYMENTS

Lime: Roger L. Kitzmiller \$2,885.32CS

Hay/Pasture Re-Seed: John C. Miller \$1,620.00CS; Brian Brannon \$2,367.00CS

Invasive Species: Dennis Rogers \$500.00CS; Harold Kisamore \$157.48CS; Roger L. Kitzmiller \$369.34CS

Urban Agriculture: Paul Kuykendall \$102.50CS; Grace Brooke Greenhouse LLC – Jerry L Ours \$108.50CS

Litter Transfer: Mike Alt \$492.90CS

Frost Seeding: Roger Lewis \$1,000.00CS; Verda Alice Farm - Michael Reel \$188.20CS; John Winslow \$1,000.00CS; Gary Ehlert \$948.00CS; Terry Alkire \$1,000.00CS; Basin Ridge Farm LLC \$404.00CS; **Charlotte Hoover \$1,000.00CS; Lovers Lane Farm - James L. Martin \$1,000.00CS; Lovers Lane Farm - William C. Martin \$1,000.00CS; Scott Kitzmiller \$658.00CS; Davis Farm \$1,000.00CS; Cottage Hill Farm – W.C. Taylor \$1,000.00CS; William H. Taylor \$1,000.00CS; Mark A. Taylor \$1,000.00CS; Roscoe E. Ours \$1,000.00CS; James W. See Jr \$1,000.00CS; Trista M. See \$1,000.00CS; **James W. See III \$1,000.00CS

Summer Annuals: Terry Alkire \$2,615.40CS

A motion was made by Kent Spencer and seconded by Brian Dayton to approve all payments, JW See and Charlotte Hoover abstained. Motion carried.

EXIGENCY APPLICATIONS

Revegetation: *Douglas Carr \$500.00CS; **Lois Carr \$500.00CS; Linda Reel \$447.98CS; Richard Keplinger \$500.00CS.* **A motion was made by JW See and seconded by Brain Dayton to approve all exigency applications. Lois Carr abstained. Motion carried.**

EXIGENCY PAYMENTS

Revegetation: *Richard Keplinger \$500.00CS; Linda Reel \$447.98CS.* **A motion was made by Kent Spencer and seconded by Lois Carr to approve all exigency payments. Motion carried.**

MUDLICK RUN PROJECT:

CONSERVATION AGREEMENTS

FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVCA – Ben Heavner spoke on getting a field day planned

NRCS – Lee Haggerty reported that they lost their contract employees that helped upload and file paperwork.

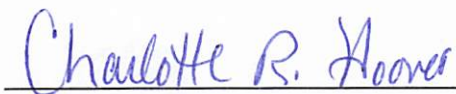
PVCD –

FSA – Eric, Moorefield Office, reported that the ARC Co/PLC contracts are due by April 15th; new program: ECAP – Emergency Commodity Assistance Program is opening; Crop reports are due July 15; Drought assistance program: Hardy county was number 4 in the state and Pendleton was number 3, funding to farmers was just shy of 1.5 million dollars in Hardy County and 1.8 million dollars in Pendleton County. Eric also thanked the WVCA employees and the district for their support in the drought relief programs.

UPCOMING DATES:

Board Meeting – May 13, 2025, beginning at 7pm at the Farm Credit Building in Moorefield

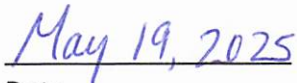
There being no further business, the meeting was adjourned at 9:00pm by **motion of Kent Spencer seconded by JW See. Motion carried.**



Chairperson



Secretary



Date