



Potomac Valley Conservation District

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MINUTES OF MEETING May 19, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Monday, May 19, 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 7:07p.m. by Chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronald Miller, J.W. See, George Leatherman III, Kent Spencer, Brian Dayton, Gerald Sites, Lois Carr, Associate Supervisor: Paul Clayton

OTHERS: **WVCA** - Kristen Logsdon, Justin Cook, Leah Bittinger, Cindy Shreve, Erin Coda, Don Whetzel; **WVACD** – Vanta Coda; **NRCS** – Sarah Taylor- Goldizen, Lilly Byars, Shawna Weatherholtz; **PVCD** – Grace Engelman; **Youth Supervisors** – Layla Shreve – Mineral County FFA, Emily See – Moorefield FFA; **Public Guest** – Kristen Strickler, Carolyn Strickler

MINUTES: The revised minutes of April 8, 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 April 8, 2025, meeting and approve them as written and distributed. Motion carried.**

The minutes of May 1, 2025, Special Meeting were presented for review and approval. **A motion was made by Gerald Sites and seconded by Kent Spencer to dispense with the reading of the minutes of May 1, 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 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 April. 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 Kent Spencer to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in April. Motion carried.**

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

See's Tire & Auto, LLC - \$580.00

Smith's Auto Parts, LLC - \$615.40

Petersburg Oil Company - \$681.93

Kreider - \$804.45

Petersburg Oil Company - \$1,119.84

Broadway Metal Works - \$1,127.82

Adam's County Nursery, Inc. - \$1,281.75

Travelers – RMD - \$1,455.00

Kreider – Ventrac \$38,057.76

Each invoice was discussed. **A motion was made by JW See and seconded by Lois Carr to approve all invoices listed above. Motion carried.**

NEW BUSINESS:

LOR – FY25 AgEP Exigency Rebalance Allotment - \$6,175.09

LOR – NPS1782 Mudlick Run - \$70,000.00

LOR – WVDA Pasture Renovation #4 - \$1,177.00

FY26 LORs for District Support

FY26 Q1 District Support Allotment	\$42,469.00
FY26 Q2 District Support Allotment	\$23,398.00
FY26 Q3 District Support Allotment	\$23,397.00
FY26 Q4 District Support Allotment	\$16,691.00

A motion was made by JW See and seconded by Kent Spencer to approve the signing of the LORs by chairperson, Charlotte Hoover, and the submittal of the LORs. Motion carried.

Newsletter – Justin Cook reported that the Spring newsletter will be mailed out June 9, 2025, and asked that the board contact him by June 6, 2025, if they have anything they want to go out in the newsletter.

UNFINISHED BUSINESS:

Stricklers – Moorefield – South Fork Channel – the Stricklers came looking for an update; engineering firm sent a letter on behalf of the Town of Moorefield but it seemed to pertain to the levee not the dike/culvert issue; the approved letter from the April meeting addressed to the State Conservationist was sent out to Christi Hicks the day after the April meeting but Christi was not present to provide an update; discussion was held. No motions were made.

CORRESPONDENCE:

Gretchan Cremann reimbursement to church – Moorefield Envirothon team had to use a church van instead of the county vehicle to travel to a competition, Gretchan asked for reimbursement of \$112.65 on the fuel bills. **A motion was made by JW See and seconded by Lois Carr to approve reimbursement of the fuel bill in the amount of \$112.65. Motion carried.**

West Virginia State Conservation Camp – sponsorship for the 2025 Conservation Camp held June 9-13; cost per camper is \$275, includes lodging, meals, activities, a t-shirt, and much more. **A motion was made by Lois Carr and seconded by George Leatherman to approve sponsorship of the WV State Conservation Camp in the amount of \$275.00. Motion carried.**

Junior Conservation Camp – sponsorship for the 2025 Junior camp held June 16-20; cost per camper is \$225 **A motion was made by JW See and seconded by Lois Carr to approve sponsorship of the 2025 Junior Conservation Camp in the amount of \$225.00. Motion carried.**

Judith Lyons memorandum release – District employee support; memorandum stating that the agency can no longer provide financial support for district staff due to budget cuts. “The support for office assistants/outreach and education is cut completely for FY26. Support for approved field staff positions will require an agreement between the CD and Agency to continue funding after July 1, 2025...a template of an agreement for a district employee will be provided upon request, however there is no guarantee that we will be able to fund the position” **A motion was made by JW See and seconded by Lois Carr to request the template of the agreement from the agency. Motion carried.**

WATERSHEDS:

Lois Carr received a message concerning DEP taking control of Dams on April 13th with the new bill. Lois asked Don Whetzel about this matter and Don said that one cannot work on a dam site without prior approval from Dam Safety which is with DEP, this is already a set standard and that the new bill is just to reinforce and remind everyone they must go through Dam Safety. Lois then reported her last email from Judith Lyons stated that “the best thing she (Judith) is going to do right now is ask the Attorney General’s ruling on the bill. We all need clarification so we can move forward.” Ultimately, the agency and districts are waiting for clarification on the proper interpretation of the bill statement, as it was written very vaguely. Discussion continued into state purchasing of contracting for dam site rehabs; state purchasing has taken over the construction contracts which take the districts out of the equation to avoid potential liabilities.

Emergency Action Plans – South Fork 33; **A motion was made by JW See and seconded by Lois Carr to approve the signing of the EAP by chairperson, Charlotte Hoover. Motion carried.**

Paul Clayton spoke up on the EAPs and how they are distributed to the dam monitors, he is wondering why they are no longer being sent a physical copy. Don Whetzel said he would talk to Penny Hot and see what can be done.

Statement of Reviews – None reported

Blockage at Welton Park/Gap Bridge – nothing to report

Lost River Site #4 – Don Whetzel reported that the agency needs a letter from Hardy County OES director or County Commissioners for the helicopter pad they are wanting to put on Lost River Site #4. The helicopter pad must go through the approval of Dam Safety, NRCS and the State Committee.

Dam Mowing Contracts – Erin Coda spoke on the contracts with Southern for the mowing of the South Fork dam sites. The total estimation for dam site maintenance for South Fork this year is \$103,610.00 which is a \$2,300 increase from last year. **A motion was made by Kent Spencer and seconded by Lois Carr to approve the proposed amount and signing of the contracts by chairperson Charlotte Hoover. Motion carried.**

REHABILITATION PROJECTS:

New Creek Site #1 – nothing reported

New Creek Site #17 – Don Whetzel reported that Dam Site 17 was inspected last week due to the rainstorm that took place on Tuesday, May 13, 2025. Upon the dam site check it was discovered that there is new construction taking place; land cleared, and septic system installed. The land is owned by Mike Haywood and the new construction is right beside the outlet channel of the dam and is a potential easement violation. Gene Saurborn has suggested that the district draft a letter to the landowner notifying them of a potential issue. **A motion was made by JW See and seconded by Lois Carr to approve the drafting of a letter for New Creek Site 17 with aid from Stephan Starcher. Motion carried.**

N/S Mill Creek Sites #3 & #4 – nothing reported

COMMITTEE REPORTS

Personnel Committee Recommendations – the personnel committee met prior to the regularly scheduled board meeting on May 19, 2025. In this meeting the committee agreed upon a \$1 per hour pay increase to the district support staff. Ron Miller started the discussion by stating that the district office assistant needs a raise and that the committee came up with an amount, but he thinks they need to sit down with the district office assistant and talk to her and see what her feelings are. Ron stated that an evaluation needs to be conducted, and a raise amount discussed, suggesting that JW See and himself will schedule a meeting time to do so and invited all board members to attend. Grace Engelman spoke up asking if they could just do the evaluation now due to the three-month evaluation never taking place in November as previously discussed. Ron asked Grace what she is looking for, Grace stated that she was supposed to have the evaluation in November with discussion of a raise, but the evaluation never happened, her suggestion was whatever they think is fair at the November mark plus back pay, JW and Ron agreed that would be fair. Then Ron Miller stated that in their defense there was an agreed upon amount for whoever started in the district office position and then they would get a raise in 90 days, but in Grace's case she was started at a higher rate, and he thinks the committee came up with a \$1 per hour raise, but he thinks she should also get back pay her for hours worked. **A motion was made by Ronald Miller and seconded by Lois Carr to approve a dollar per hour raise starting December 10, 2024. Motion carried.**

ADMINISTRATIVE SPECIALIST REPORT:

Promotional Items – Kristen reviewed with the board the cost of different promotional items for the State Fair and other outreach events; From pens.com: pens @ \$208.95 (\$1.49/pc) for 100ct, pencils @ \$180.91 (\$0.42/pc) for 288ct, chip clip magnets @ \$114.45 (\$1.09/pc) for 50ct, folders @ \$144.50 (\$2.39/pc) for 50ct, stress balls @ \$228.50 (\$1.85/pc) for 100ct; From 4imprint: rain gauge @ \$317.50 for 50ct, mugs @ \$121.68 for 72ct. **A motion was made by JW See and seconded Kent Spencer to approve the purchase of 200 pens, minimum amount of chip clip magnets (50ct), minimum number of folders (50ct), and 288 pencils. Motion carried.**

Timesheets for mowing crew – Kristen discussed with the board that there needs to be a system put in place to ensure timesheets are turned in on time and in person. Ronald Miller said he would ensure something gets set in place.

Grant County Assessor – Kristen updated the board that Grace found a master sheet of deeds for the district, and we were able to forward that information onto the Grant County Assessors office to hopefully aid in their search of the 87+ acres that the district owns somewhere.

Filing system in the District Office – Kristen let board know she received a desk scanner to start the scanning process of old documents and presented the issue that the office is running out of space for the filing of documentation. The documents that are in Fisher will have to be brought to the district office to be scanned and then either stored back at the shop or destroyed. Kristen emphasized the fact that the district is just too full, and something needs to be done, Ron Miller said he would look at the shop in Fisher to see what everything looks like and what can be done.

Constant Contact Payment Method – Kristen presented to the board that this bill is currently paid via credit card and asked if they wanted to keep it that way or do electronic check since a motion was made last meeting to pay this bill out of the CBay funds. To pay out of the CBay funds the credit card statement will be sent to District Fiscal and reimbursement for Constant Contact will come out that way. The board agreed to keep it on the credit card.

Lime Vendor List – Kristen presented the current lime vendor list and asked the board if it was up to date and if not, what needs changed so we are ready for FY26 AgEnhancement sign-ups.

Purchase of new litter spreader – Kristen informed the board that in the April meeting it was approved to cut a check for \$38,681.84 and the total cost came out to a lesser amount of \$38,297.00. Kristen also reminded the board that checks cannot be cut until an invoice has been received.

Letterhead – Kristen presented the new letterheads that Leah created, as the current one is not in a proper digital format. The board agreed upon one and would like it in color, as the options presented were only in black and white.

BOARD MEMBER REPORTS:

Conservation Farmers – Lois Carr reported that the county and district judging is June 16th, sometime in July is the area judging, and state judging will take place in the month of August. Lois also reported that there were meetings held discussing how this year will be the last year for running non-trad and trad together and moving forward they will alternate. The Conservation Farm Contest will run as usual this year, with a Traditional and Non-Traditional farm. Lois reported the Conservation Farm Committee has met several times and met with the agency to make this happen. Area Farm tours will be held the week of July 7 and July 21, 2025. Charlotte asked if anyone had recommendations for conservation farmers, Sarah Taylor-Goldizen, recommended Hope Yankee and Joe Alexander.

Lois reported that the Community Outreach grants were awarded to Powder Keg Farm, two separate grants, \$10,000.00 each, they have gotten the go ahead twice, but the funds are frozen again due to wording in the release of the grant money.

Youth Supervisors – **Layla Shreve**: at the beginning of May they had a first-place regional tractor driver that will be competing at the state convention in July. They held their banquet on May 8th; the greenhouse will be open 5/20 and 5/21 from 12-5pm and the normal hours are 12-4p. They are starting to prepare for their county fair; things are slowing down in their chapter. Layla will not be attending next month's board meeting as she was selected to go to Rhododendron Girls State camp. If she has anything to report, she will send it in.

Emily See: they held their banquet on May 8th; have a few people getting their state degrees in July and a few people competing in tractor driving and zero turn in July at State Convention; have a couple American Degrees waiting on the August review. She got 2nd in the prepared speaking contest and they had someone place 1st in the extemporaneous public speaking, so they will be going on to states and competing in July as well; they are getting ready for Tri-County fair; greenhouses at the school, they are working on planting and having produce all summer, and will plant pumpkins for the upcoming fall. Emily passed her auctioneer exams and will be an apprentice for her family's auction company, and she will be doing the auction for the district's equipment.

PVCD REPORT:

Equipment Sale – Ron reviewed the list of equipment that will be up for sale at the auction on June 7th; 1997 F350, Ventrac with mower deck, Poultry Cruster, 24ft Gooseneck trailer, Litter Spreader, Brush Hog, Weed Wiper and a 24ft Cattel Guard.

Reserves on equipment for sale – Ron led discussion on the reserves they want to place and on what, discussion continued amongst the board. **A motion was made by JW See and seconded by Lois Carr to place a reserve of \$14,000.00 on the Ventrac with mower deck and \$7,000 on the '97 F350. Motion carried.**

Mower & trailer for City of Keyser use – funds will come out of the district's account and then the district will get reimbursed by the state. Ron said he has been talking with Stephan Starcher about when to get it delivered to the City of Keyser. Ron said he went and priced it at Petersburg, and they will be ordering one in.

Rental Equipment/Repairs – Grace reported that there have been some issues with the crushers not being cleaned properly, John has been trying to work on this and made someone come out and clean it. Ron reported on an issue with the new crusher, John was going down the road with it and the center of the rim broke out of the wheel, found new rims for the machine for under \$400, the new rims seem to be better quality than what came on the equipment originally. Grace also reported that there have been complaints about the older haybuster, especially with alfalfa, two or three of the tubes in the middle get clogged up, and the machine has about 2,800 acres on it.

Billing of Rental Equipment – Litter spreader issue: Grace reported that there is an issue with a co-operator that is trying to say he should only be charged a half day for the first day because he was not notified that the equipment was dropped off at 8am and he did not get to it until 2pm. Grace stated that phone calls are only done upon request and this co-operator did not request a call. The board told Grace to bill him for the full day.

Esch billing issue: Kenneth Harper has a complaint on a bill from September of 2023, the Esch was delivered to him, and he did not use it, and he was charged the delivery fee. He does not think he should be charged the delivery fee since he didn't use it. **A motion was made by JW See and seconded by Lois Carr that Kenneth Harper needs to pay the delivery fee. Motion carried.**

Land Pride issue: there have been issues with the calibration of the machine, discussion on charging a set-up/calibration fee and having a waiver signed that states the district is not liable if they get it wrong. **A motion was made by Ron Miller and seconded by Lois Carr to approve the implementation of a \$100.00 calibration fee and a waiver that states the district is not liable if they get it wrong. Motion carried.**

Ron Miller stated that he will be meeting with the crew on Tuesday, May 20, 2025, for a safety meeting and equipment prep and he will start them next week.

Spring Tiles – Grace started discussion on the different styles of spring tiles, discussion was held between the board and Sarah Taylor-Goldizen with NRCS. Grace contacted Potomac Valley Supply and is waiting for a price on them. **A motion was made by JW See and seconded by Lois Carr to approve the purchase of 25 spring tiles. Motion carried.**

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – still open

CBAY PAYMENTS

Litter Transfer: *Sandra Ours \$1,131.90CS; Nathan Griffin \$2,500.00CS*

A motion was made by Kent Spencer and seconded by Lois Carr to approve the above Litter Transfer payment. Motion carried.

AgEP PAYMENTS

Lime: *Carroll B. Cook \$4,500.00CS; Dale P. Johnson \$3,936.06CS; Jeremy Peacemaker \$2,273.90CS; Jordan Mongold \$603.00CS*

Hay/Pasture Re-Seed: *Daniel Jeff Rollins \$2,832.00CS; Dale P. Johnson \$1,782.00CS*

Invasive Species: *Mary E. Williams \$60.57CS; Micheline W. Williams \$500.00CS; Parker H. Hudgins \$233.27CS; Mark Fansler \$526.45CS; Brett Fansler \$432.70CS; Hillbilly Acres Farm Inc. – Judy Fansler \$263.69CS; River Bridge Farm – Todd Fansler \$379.32CS; Eric Hartwig \$495.93CS*

Urban Agriculture: *Adam Boner – raised beds \$179.75CS*

Frost Seeding: *Rodney Funkhouser \$1,000.00CS*

Summer Annuals: *Amelia G. Engelman \$300.00CS*

A motion was made by JW See and seconded by Kent Spencer to approve all Ag Enhancement payments as listed above. Motion carried.

MUDLICK RUN PROJECT: *Ag Implementation Agreement – Haggerty Farm \$4,000.00CS*

A motion was made by Lois Carr and seconded by Kent Spencer to approve the Ag Implementation Agreement for \$4,000.00. Motion carried.

CONSERVATION AGREEMENTS

FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVCA – **Justin Cook** reiterated that the newsletter will go out June 9, 2025, AgEP sign-ups will be from June 16 – July 18, 2025, and we are coming into the end of FY25 and receipts for FY25 programs are due no later than May 30, 2025, at 4pm. **Cindy Shreve** said she will be taking AgEP applications with her to the Mineral County fair since it is at the same time AgEP sign-ups start, as well as if the district has co-operators that are in Mineral County and want to sign up she is willing to meet with them in Keyser if it is more convenient for them. Cindy also stated that the funds for GRASS Grant have been terminated due to Extension rewriting the grant. **Don Whetzel** reported that AgEnhancement received a \$550,000 line item in the state budget so that will be included in the budget annually, and he confirmed with Judith Lyons that the AgEnhancement budget for this year will still be \$880,000 that it was and the agency will be making up that \$300,000 difference.

WVACD – Vanta Coda reported on the CEG and COG grants and how the funding is on hold due to wording, and he will be out for the conservation tours.

NRCS – **Sarah Taylor-Goldizen** reported that John should be at the June meeting; with reduced staff and no one knows fully what will happen within their agency with the restructuring plans. She also reported that for FY25 they have had a very reduced amount of EQIP funds, and they are about \$17million less than what they were expected to spend, they projected each office doing 30 and Potomac Valley south doesn't even have 16 total in their office. Sarah also stated they are planning to have a meeting at the Farm Credit Building May 27, 2025, at 10am to 2pm to discuss field day planning.

Charlotte brought it to the board's attention that she needs June's board meeting rescheduled due to Pendleton County retirement dinner being on Tuesday, June 10, 2025, and she is retiring from the school bus.

UPCOMING DATES:

Board Meeting – Monday, June 9, 2025, beginning at 7pm at the Farm Credit Building in Moorefield

There being no further business, the meeting was adjourned at 9:32pm by **motion of Kent Spencer seconded by JW See. Motion carried.**

Charlotte B. Hoover

Chairperson

Kent Spencer

Secretary

June 9, 2025

Date