



Potomac Valley Conservation District

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MEETING MINUTES

July 8, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, July 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 7:03p.m. by Chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronald Miller, J.W. See, David Parker, George Leatherman III, Kent Spencer, Frank Weese, Gerald Sites, Lois Carr; **Associate Supervisor:** Paul Clayton

OTHERS: **WVCA** - Kristen Logsdon, Justin Cook, Leah Bittinger, Erin Coda, Ben Heavner, Don Whetzel, Cindy Shreve; **NRCS** –Lee Haggerty, Shawna Weatherholtz; **PVCD** – Roger Sites; **Youth Supervisors** – Emily See – Moorefield FFA, Layla Shreve – Mineral Co. FFA; **Public Guest** – The Stricklers

MINUTES: The minutes of June 9, 2025, Board Meeting were presented for review and approval. Following the discussion, **a motion was made by Lois Carr and seconded by Kent Spencer to dispense with the reading of the minutes of June 9, 2025, meeting and approve them as written and distributed. Motion carried.**

The minutes of June 13, 2025, Special Board Meeting were presented for review and approval. **A motion was made by Lois Carr and seconded by Kent Spencer to dispense with the reading of the minutes of June 13, 2025, meeting and approve them as written and distributed.**

FINANCIAL REPORTS: Treasurer, J.W. See 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 for the month of June. **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 June. Motion carried.**

INVOICE: Bookkeeping – Adam Carlin, \$525.00. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in June. Motion carried.**

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

Reimbursement to Lois Carr – filing cabinets; \$125.00. A motion was made by David Parker and seconded by Frank Weese to approve the reimbursement of \$125.00 to Lois. Motion carried.

Smith's Auto Parts – \$1,192.52; A motion was made by Frank Weese and seconded by Lois Carr to approve the payment to Smith's Auto. Motion carried.

Hardman's – \$747.73; A motion was made by Lois Carr and seconded by Kent Spencer to approve the payment to Hardman's. Motion carried.

NEW BUSINESS:

LOR – Reimbursement for annual audit – \$5,900.00; A motion was made by Kent Spencer and seconded by Lois Carr to approve the signing and submission of the LOR. Motion carried.

LOR – GLCI District Participation – \$3,000.00; A motion was made by Lois Carr and seconded by Ron Miller to approve the signing and submission of the LOR. Motion carried.

CDO Budget – due August 1st; A motion was made by Ron Miller and seconded by Lois Carr to approve JW See signing off on the CDO Budget before submission. Motion carried.

UNFINISHED BUSINESS:

Stricklers – Moorefield – There was discussion on a meeting that was to take place with Town of Moorefield, but it has not been held yet. A motion was made by Kent Spencer and seconded by Frank Weese to appoint Ron Miller and Charlotte Hoover as representatives of the district in the meeting to be held with the town of Moorefield. Motion carried.

CORRESPONDENCE:

No motions were made on the correspondence.

WATERSHEDS:

Emergency Action Plans – None reported

Statement of Reviews – None reported

Blockage at Welton Park/Gap Bridge – No update

REHABILITATION PROJECTS:

New Creek Site #1 – Erin O’Leary sent a summary via email of the AE firm interviews that were held on June 24, 2025. PVCD chose Gannett Flemming, **A motion was made by JW See and seconded by Ron Miller to select Gannett Flemming. Motion carried.**

A motion was made by Lois Carr and seconded by JW See to request price proposal from Gannett Flemming. Motion carried.

New Creek Site #17 – No update

N/S Mill Creek Sites #3 & #4 – The updated agreement amendment is still being processed

COMMITTEE REPORTS

ADMINISTRATIVE SPECIALIST REPORT:

Digital Signature of chairperson – Discussion was held. **A motion was made by Lois Carr and seconded by Gerlad Sites to not do a digital signature for the chairperson. Motion carried.**

Shop phone – **A motion was made by Ron Miller and seconded by Lois Carr to cancel the shop phone line. Motion carried.**

Presentation of Century Farm Signs – will be presented at the annual district banquet.

BOARD MEMBER REPORTS:

Conservation Farmers – Don Whetzel went over the farm tour schedule; see attached.

Lois gave an update on the association of conservation districts and the community grants being run through WVACD. State Fair sign-ups to run the booth are still open and they could really use some help.

JW gave an update on the DOT situation, still uncertain as to whether the district needs a DOT number for the trucks hauling equipment.

Youth Supervisors – **Emily See:** wrapped up the mineral county fair, she auctioned off a lot of the resales. State convention – they have someone on Nom Com, people getting their state degrees, people being recognized for their American Degrees, and a student from Petersburg running for state for their region. Next month she leaves for college.

Layla Shreve: wrapped up the county fair that was from June 16-21. State convention – starts 7/9/25, consists of sessions, community service, and from Min. Co. they have six state degrees recipients, she is one of them; state star placement – Layla; 10 American Degree candidates, a state officer candidate from Min.Co. and a tractor driving contestant. They have their officer retreat in late July, and the alumni are hosting a pool party.

PVCD REPORT:

Ventrac Rental – no one ever reached out

Rental Equipment/Repairs – Spreaders are coming in a mess, discussion of new clean up fees. **A motion was made by Ron Miller and seconded by Lois Carr to change the cleaning fees on manure and litter spreaders to \$250.00 and is effective as of today, 7/8/25, and poultry litter ONLY in the litter spreaders. Motion carried.**

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

CBAY PAYMENTS

Litter Transfer: Hott's Ag Service \$417.10CS; Steve Lambert \$1,470.40CS. A motion was made by Lois Carr and seconded by George Leatherman to approve the above litter transfer payments. Motion carried.

MUDLICK RUN PROJECT:

CONSERVATION AGREEMENTS

FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVCA – *Justin Cook* reported that applications have been rolling in and the application window closes July 18, 2025.

NRCS – *Lee Haggerty* shared that Hoovers 304 will be catering the Field Day event on July 17th, Farm Credit donated paper products for the event, and the district has sponsored the rain gauges and the food, along with a fence kit as a prize giveaway. The WVU Extension grazing trailer will be at the event as well. Also reported that they have finished up obligated contracts, PVCD north area had 22 and the south had 17 obligated contracts.

UPCOMING DATES:

**Board Meeting – Tuesday, August 5, 2025, beginning at 7pm at the Farm Credit Building in Moorefield
State Fair Aug. 7-16, 2025**

There being no further business, the meeting was adjourned at 8:40pm **by motion of Kent Spencer and seconded by George Leatherman. Motion carried.**

Charlotte R. Hoover

Chairperson

Secretary

August 5, 2025

Date