



Potomac Valley Conservation District

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MEETING MINUTES December 9, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, December 9, 2025 at Cheetah B's restaurant in Petersburg. The meeting was opened with prayer. The meeting was called to order at 7:03pm by Chairperson, Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronald Miller, JW See, George Leatherman, David Parker, Kent Spencer, Brian Dayton; Associate Supervisor: Paul Clayton, Lois Carr, Gerald Sites

OTHERS: WVCA - Justin Cook, Cindy Shreve, Ben Heavner, Erin Coda; PVCD – Roger Sites; Youth Supervisors - Layla Shreve, Mineral County FFA, Kade Suddath, Hampshire County FFA; NRCS – Sarah Taylor-Goldizen. WVACD – Vanta Coda

MINUTES: The minutes of the November 10, 2025 Board Meeting were presented for review and approval. **A motion was made by Kent Spencer and seconded by Lois Carr to approve them as written and distributed. Motion carried.**

FINANCIAL REPORTS: Treasurer, J.W. See reviewed the reports for Co-Administered accounts as prepared by WVCA Fiscal Department and the General Fund, and CDO Grant reports as prepared by accountant Adam Carlin for the month of November. **A motion was made by JW See and seconded by Ronald Miller to approve the Co-Administered, General, and CDO Grant funds reports for November. Motion carried.**

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

APPROVAL OF INVOICES & PAYMENTS:

Adams County Nursery Tree Sale Deposit - \$675.00 **A motion was made by JW See and seconded by Kent Spencer to approve payment. Motion carried.**

Smith's Auto Parts - \$728.32 **A motion was made by JW See and seconded by Kent Spencer to approve payment. Motion carried.**

Petersburg Oil - \$870.24 **A motion was made by JW See and seconded by Lois Carr to approve payment. Motion carried.**

State of WV Board of Risk and Insurance Management Quarterly Premium - \$4,020.00 **A motion was made by Lois Carr and seconded by Ronald Miller to approve payment. Motion carried.**

Visa Bill Overpayment **A motion was made by Lois Carr and seconded by Brian Dayton to approve payment. Motion carried.**

CORRESPONDENCE:

Hampshire and Pendleton County WVU Extension Offices requested donations for their winter meetings. **A motion was made by Lois Carr and seconded by Brian Dayton to donate \$750 to each extension office in the district. Motion carried.**

WATERSHEDS

District Crew O&M Invoice Payment **A motion was made by JW See and seconded by Lois Carr to approve payment. Motion carried.**

Lost River Site #4 – JW Wilkins Stream Restoration Site Report **A motion was made by JW See and seconded by Kent Spencer to investigate the easement. Motion carried.**

Blockage at Welton Park / Gap Bridge – **No update**

Rehabilitation Projects:

New Creek Site #1 – Roger Sites reported that the recommended additional language to section 8.2 was included. He also made the recommendation to have staging meetings. **A motion was made by JW See and seconded by Kent Spencer for Charlotte to sign the agreement. Motion carried.**

New Creek Site #17 – Discussed the meeting with the Haywoods.

North / South Mill Creek Sites #3 and #4 – Roger Sites reported there will be a meeting with the Freese and Nichols on December 17th (10:00AM) at the Dorcas Community Building. He also discussed an issue with obtaining land rights. The board plans to seek guidance from their attorney.

UNFINISHED BUSINESS

Stricklers – Discussed setting a meeting with the Town of Moorefield and seeking guidance from their attorney.

BRIM Lost Control Questionnaire due January 1, 2026 – **A motion was made by Kent Spencer and seconded by Lois Carr for JW See to handle this with Don Whetzel. Motion carried.**

Lower Cove Road Property Appraisal – Ronald Miller to reach out to some appraisers for pricing.

NEW BUSINESS

January and February Meeting In-person vs Teleconference – The meetings will be in-person weather permitting.

Administrative Specialist Report

Don Whetzel reported that the new AS, Melissa Shanholtz, will start Monday, Dec. 15th.

COMMITTEE REPORTS

Personnel Committee – Recommended to give Grace Engelman a \$1 per hour increase in pay effective beginning with the next pay period (Dec. 11th). **A motion was made by JW See and seconded by Kent Spencer to approve the pay increase. Motion carried.**

BOARD MEMBER REPORTS

George Leatherman discussed the issue of Solar Panel installations proposed for Hardy County.

YOUTH SUPERVISOR REPORTS

Layla Shreve – On November 13th, Mineral County FFA held the Final Northeastern Region meeting at Brookedale Farm. Over 160 members were present. They learned about ATV and tractor safety. They also made s'mores and congregated with one another. For our chapter meeting, we made apple butter that we are now selling. At our December chapter meeting, we taught members about CDE's and had the State President, William Waddy, and State Northeastern Region Vice President, Randijo Wolford, facilitate workshops. Members are working hard to prepare for winter career development events including food science, vet science, milk quality, entomology, floriculture, ag sales, and ag mechanics. Myself, along with 2 other 4-H members from the region, attended National 4-H Congress in Atlanta over Thanksgiving break. We learned different leadership skills and did community service. I was selected alongside Kade, as a youth coordinator for the National Junior Horticulture Association.

Kade Suddath – Good evening! Hampshire County 4-H have had many different events they had their members at. To start, we had our 4-H banquet where we handed out many different awards for both county and state fair projects. We also sent 1 member to the National 4-H Congress in Atlanta! It was actually me, and I had a great time, and I learned many new leadership skills that I can use now that I am back. I am also applying for the National Design team for next year's congress! Finally, for 4-H, I was selected along with Layla, to represent WV as a Youth Coordinator for the youth organization named National Junior Horticulture Association. This goes hand in hand with 4-H. Our FFA Chapter also had an informational meeting last month and have a chapter meeting planned for later this month. We are getting our Fruit, Nuts, and Cookie Dough delivered next week from our fall fundraisers. We are finishing our wreath and centerpiece fundraiser soon. We are sending members to CDE's to compete in 4 competitions. Thanks!

PVCD District Report

Rental Equipment / Repairs –

Billing of Rental Equipment – Void Invoice #5494 – George Leatherman, Float Valve **A motion was made by JW See and seconded by Lois Carr to void the invoice. George Leatherman abstained. Motion carried.**

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook requested that the deadline be extended until the January board meeting since the district is still eligible. **A motion was made by JW See and seconded by Lois Carr to extend the deadline until the January meeting. Motion carried.**

Applications - None

Payments -

Lime: John Arnold III \$3,303.30CS A motion was made by Kent Spencer and seconded by Lois Carr to approve payment. Motion carried.

EXIGENCY APPLICATIONS AND PAYMENTS:

Applications:

Water Hauling: Jeremy Buckley up to \$500.00CS

Temporary Fence: *Jeremy Buckley up to \$500.00CS, Ralph Buckley up to \$500.00CS, Clay Creek Farm – Gina Bramsen up to \$500.00CS*

Revegetation: *Jeremy Buckley up to \$500.00CS*

Payments:

Watering Hauling: *Jeremy Buckley \$449.99CS*

Temporary Fence: *Timber Ridge Cattle and Produce \$253.81CS, Jeremy Buckley \$498.47CS*

Revegetation: *Jeremy Buckley \$493.94CS*

Cover Crop: *Timothy S. Wilkins \$500.00CS*

A motion was made by JW See and seconded by Lois Carr to approve all applications and payments as presented. Motion carried.

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

Public Comment:

There being no further business, a motion to adjourn was made by Kent Spencer and seconded by JW See. Motion passed. Meeting adjourned at 8:30pm.

Upcoming Activities / Dates:

December 24th – December 25th - Office Closed for Christmas Holiday

December 31st – January 1st - Office Closed for New Year's Holiday

Next Board Meeting: Tuesday, January 13th, 2025 @ 7:00 pm

*D – Discussion *M – Motion

Chairperson

Secretary

Date