



Potomac Valley Conservation District

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MEETING MINUTES January 13, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, January 13, 2026 at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:07pm by Vice-Chairperson, Ronald Miller.

SUPERVISORS: Charlotte Hoover, Ronald Miller, J.W. See, George Leatherman, David Parker, Brian Dayton, Frank Weese, Lois Carr, Gerald Sites and Paul Clayton (Associate Supervisor).

OTHERS: WVCA - Justin Cook, Cindy Shreve, Ben Heavner, Erin Coda, Don Whetzel, Leah Bittinger; PVCD – Grace Engelman; Youth Supervisors - Layla Shreve, Mineral County FFA, Kade Suddath, Hampshire County FFA; NRCS – Sarah Taylor-Goldizen, J. Lee Haggerty, Christi Hicks, Brandon Duckworth, Luke Hott, Dylan Kesner, Adam Boner; Trout Unlimited – Samuel Urban; FSA – Andrea Landis; Guest Kristen Strickler; AS Melissa Shanholtz.

MINUTES: The minutes of the December 9, 2025 Board Meeting were presented for review and approval. **A motion was made by Gerald Sites 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 December. **A motion was made by J.W. See and seconded by Lois Carr to approve the Co-Administered, General, and CDO Grant funds reports for December. 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 December. Motion carried.**

J.W. See informed the board that Adam Carlin has switched to a new timekeeping system that will automatically calculate taxes into the pay checks.

APPROVAL OF INVOICES & PAYMENTS:

WVACD IDIQ Architect – Engineer Process (North and South Mill Creek) - \$1,000.00. **A motion was made by J.W. See and seconded by Frank Weese to approve the payment of \$1,000.00 to WVACD. Motion carried.**

WVACD IDIQ Architect – Engineer Process (New Creek 1) - \$1,000.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the payment of \$1,000.00 to WAVCD. Motion carried.**

Flying W. Farms – \$4,900.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the payment of \$4,900.00 to Flying W. Farms. Motion carried.**

Pikes Peak Nurseries – Tree sale - \$1,116.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the payment of \$1,116.00 to Pikes Peak Nurseries. Motion carried.**

CORRESPONDENCE:

WVACD January board report – discussed sending Wilding Woolly Farm to Ag Day. Discussion was held on what would be covered by the district. **A motion was by J.W. See and seconded by Lois Carr to pay for travel and lodging costs for Wilding Woolly Farm to attend Ag Day. Motion carried.**

Roger Sites was injured and was unable to attend the board meeting.

J.W. See informed the board that the Brim Insurance has been submitted and certificates have been received.

WATERSHEDS

Lost River Site #4 – JW Wilkins Stream Restoration Project Easement – Sarah Taylor-Goldizen informed the board that their Trout Unlimited engineer was on sabbatical, but Samuel Urban was there last week and the resource concern has gotten worse. Once the easement has been confirmed, NRCS and Trout Unlimited will go out together. Samuel Urban said that the landowner is interested in addressing stream bank erosion and this project should qualify for the NRCS program if the easement is confirmed.

Blockage at Welton Park / Gap Bridge – No update. Gerald informed board to keep speaking with county commission. Charlotte confirmed we need to speak with county commission soon because they set their budgets in February. Asked Melissa Shanholtz to set up finance appointments for the board with the county commission.

Rehabilitation Projects:

New Creek Site #1 – Christi Hicks brought the Service Agreement with GFT to the attention of the board. Modifications that were requested at the November board meeting have been addressed. One issue is that the district only has enough funds in the agreement with NRCS to cover tasks 1-9. This portion of the agreement will only cover the areas that funding covers but when that funding runs out, NRCS will make a funding request for the additional \$163,000. Christi will interface with Erin Coda on this funding request. **A motion was made by J.W. See and seconded by Ronald Miller to sign both agreements. Motion carried.**

New Creek Site #17 – No update.

North / South Mill Creek Sites #3 and #4 – Christi Hicks informed that she attended a kick-off meeting with Erin Coda, Erin O’Leary, Roger Sites, Andy Deichert and the contractor. The meeting went well but there will be challenges with permissions to access the sites for data collection. Don Whetzel brought up the easements on N/S Mill #3 – spoke with Mr. Athey (lawyer) and connected him with Roger Sites. Don informed the lawyer that the rehabilitation group may want to set up a meeting to discuss the easement. Roger Sites’ report was discussed by the board. Curt Harman, the landowner for N/S Mill Creek #4 was ill and passed away, which is why it was difficult to set up communication. Ronald said getting permission from Scott Kurl, the landowner for N/S Mill Creek #3, to use the property during the soil borings for the geotechnical work needed has been problematic. In the past, we have installed fencing and cattle guards for the landowner but landowner is not receptive to granting access at this time. The slope the rehabilitation team would like to use as access to the watershed is on land owned by Scott Kurl and is not covered by the easement. Ronald explained that there is an area lower down that a church owns that would be open to allowing access, but we would still have to

access some of Scott Kurl's property. Christi Hicks, Roger Sites, Ronald Miller and a WVCA representative will make one more attempt to communicate with the landowner.

Patterson Creek #50 – Fence Repair – Erin Code informed that the project will need approval for \$10,000 to return the fence to the original condition. These funds would come out of the Patterson Creek O&M account. **A motion was made by Ronald Miller and seconded by Brian Dayton to approve \$10,000 for the fence repair budget. Motion carried.**

UNFINISHED BUSINESS

Stricklers – Kristen Strickler met with the Town of Moorefield along with WV Land Trust and Bob Cross, the original engineer. The Stricklers have agreed to give the Town of Moorefield a written right-of-way for that access but WV Land Trust was not happy with that. The Stricklers had also agreed to give the WV Land Trust right-of-way for official business but WV Land Trust wants a written right-of-way. The Town of Moorfield installed the culvert to allow a right-of-way to the ponding area on the side of the levy for heavy equipment. However, the Town of Moorefield had a right-of-way agreement to access the site without installing the culvert. Town of Moorefield did not apply for proper permissions from NRCS or Army Corp of Engineers because they said it was their easement, which was incorrect. The culvert was installed incorrectly and has been removed. The sediment from the culvert install has not been removed – Town of Moorefield informed her that negotiation would be with PVCD. Ronald Miller asked if PVCD has funding available for this sediment removal but Charlotte Hoover made the point that town of Moorefield should cover the cost. It was confirmed that the O&M agreement states that the Town of Moorefield would cover the costs and PVCD would complete the work. Kristen Strickler questioned if there should be a sediment survey because there is a large amount of sediment and vegetation that is displacing the water. Don Whetzel discussed that any work done tries to restore the area to 'as-built' conditions. Ronald Miller will convene with Christi Hicks to work on sediment survey.

Lower Cove Road Property Appraisal – Ronald Miller called Bruce (Icky) Hyre, who has worked with us before, and he is interested in the project. **A motion was made by Ronald Miller and seconded by J.W. See to contract Bruce Hyre to complete the appraisal of the Lower Cove Road property. Motion carried.**

Don Whetzel discussed the required tri-yearly audit that was discussed at the November board meeting. Asked for approval to contact Suttle & Stonaker, Smith Cochran and Hicks, Bakertilly CPA, and Lowe and Associates for a sealed quote due by March. **A motion was made by J.W. See and seconded by Lois Carr to send bid quotes to the above listed firms. Motion carried.**

NEW BUSINESS

LOR #16474 – FY26 O&M Allocations in the amount of \$9,500.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the signing of the LOR by the chairperson, Charlotte Hoover. Motion carried.**

LOR #16475 – NPS1743 Most Effective Basin Funding in the amount of \$109,382.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the signing of the LOR by the chairperson, Charlotte Hoover. Motion carried.**

LOR #16472 – NPS1743 Ag BMP Implementation in the amount of \$170,000.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the signing of the LOR by the chairperson, Charlotte Hoover. Motion carried.**

2026 Tree Sale – Justin Cook advertised the tree sale on Facebook and in the newsletter. Grace Engelman and Dylan Kesner are heading up the tree sale. Grace and Dylan put together a survey and found that participants were most interested in a wider variety of trees and wildlife objectives, so the list of available plants has been expanded. J.W. See discussed mailing the flyers but Grace Engelman explained that the postage costs are too high. Lois Carr questioned placing the ad in the local newspapers. J.W. See suggested letting Grace and Dylan continue the tree sale as they have been.

Watson Float Valve Order – Grace Engelman reported that float valve supplies are getting low. There are several other options of float valves that PVCD should look into offering, as well as offering spare parts. Grace will bring a pricing sheet to the February meeting to discuss further.

Administrative Specialist Report

Melissa Shanholtz introduced herself as the new Administrative Specialist.

The mileage reimbursement for the supervisors has risen to .725.

There are several supervisors with terms ending this year. Gerald Sites, J.W. See, Ronald Miller, Charlotte Hoover and Brian Dayton.

There was a problem with mailed checks not being received, which resulted in late payments to Visa and Adam Carlin. Melissa asked whether checks should be canceled and reissued or if we should wait. J.W. See recommended writing new checks to cover the amounts. He also said to wait to cancel the missing checks for two weeks – if they arrive, we will have credits on our accounts, and if they do not, we will cancel them.

COMMITTEE REPORTS

BOARD MEMBER REPORTS

YOUTH SUPERVISOR REPORTS

Kade Suddath – In the past month, our county has made sure to stay busy! Our FFA chapter just sent members to the PA Farm Show, and that was yesterday. Our officer team has been working on our plans for National FFA Week, and we have many speakers planned. We are starting practices for the Envirothon this week. We had a great time at our Redneck Dinner the day before Christmas Break, and we got a lot of canned foods for a family in need. In 4H, our teen leaders are starting the plan for our 4H camp! Our AG extension agent Candace Delong has now taken a job in Frederick VA. I also got selected to be the National 4H Congress Design Team Member for next year's conference. Finally, we are putting ribbons on our county's project next week.

Layla Shreve – The fruit delivery was December 13th and 14th. We had an FFA office Christmas party and the FFA chapter meeting on Friday. Planned activities for February include tubing for National FFA Week. Ava Duckworth and I have presented our National 4H congress story to the Keyser Rotary and plan on sharing it next week at the Burlington Ruritan. At our first 4H meeting of 2026, we discussed upcoming summer dates and taught younger members how to make butter out of heavy whipping cream.

PVCD District Report

Rental Equipment / Repairs – Grace Engelman reported that the crusters have been very busy. John Hicks has been replacing lots of bearings. Lois Carr congratulated Grace on the income that is being brought in by the rentals. Ronald Miller reported that operators that damage the equipment have been removed from the rental list to protect the equipment. The equipment committee needs to meet and discuss replacements for a hay buster, a manure spreader and a tractor.

Billing of Rental Equipment – Grace Engelman recommended changing the delivery fee rate to a flat fee of \$50.00 rather than charging by location. Ronald Miller discussed increasing the rate for rental of the crusters for large chicken houses. Grace informed the board that the rates will need to be changed before the 1st of March because rental agreements need to be signed. Rental rates on larger houses and delivery fees will be added to the February meeting.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Justin Cook requested a special meeting for approving the frost seeding and summer annual application approvals. The meeting will take place on January 26th at 1p.m. by conference call.

Exigency Program – Justin Cook recommended that the Exigency Program be extended to the February meeting and continue on a month-by-month approval basis. **A motion was made by J.W. See and seconded by Lois Carr to extend the exigency program to the February meeting.**

APPLICATIONS

Cover Crop: *Mark A. Taylor up to \$1,560.00CS; W.C. Taylor up to \$1,830.00CS; Brett Fansler up to \$697.50CS; Bill Waddy up to \$805.00CS; Rivers Edge Farm - Jesse Mace up to \$2,500.00CS; Timber Ridge Cattle and Produce - Ben Heavner up to \$315.00CS; Douglas Wimer up to \$2,005.00CS; Isaiah Smith up to \$2,005.00CS; Zachery B. Smith up to \$2,270.00CS; Charles Armentrout up to \$1,250.00CS; Washington Bottom Farm-Ridgedale LLC up to \$750.00CS; Ryan Miller up to \$2,500.00CS; Thomas Kimble up to \$400.00CS; Little Rock Farm – Brent Titus up to \$1,500.00CS; Reed Williams up to \$2,500.00CS; Lovers Lane Farm – William C. Martin up to \$2,500.00CS; Lovers Lane Farm - James L. Martin up to \$2,500.00CS; Douglas Crites up to \$1,805.00CS; Fairview Farms – Robert M. Moran up to \$2,500.00CS; Fairview Farms – Robert L. Moran up to \$2,500.00CS; Rolling Hills Farms + Livestock LLC – Rodney Funkhouser up to \$1,250.00CS; Glenn Mathias up to \$2,500.00CS; Marsha Knott up to \$1,200.00CS; Mark Fansler up to \$400.00CS; A+B Livestock – Amy Batson up to \$2,500.00CS; **George T. Leatherman III up to \$500.00CS; Craig Crites up to \$2,500.00CS; Bennett Farms – Jimmie Bennett up to \$1,335.00CS; William Woodworth up to \$1,215.00CS; Richard Woodworth up to \$1,965.00CS; Ervin Wilkins up to \$2,215.00CS; DelRay Wilkins up to \$785.00CS; Randy Branson up to \$2,350.00CS; Rodney Branson up to \$2,415.00CS; Nicole Fansler up to \$810.00CS; Andrew J. Mathias up to \$2,500.00CS; J and L Farm Inc. – Lisa Basye up to \$1,600.00CS; MJW Farm – Carol Webb up to \$100.00; Hott's Farming up to \$2,500.00CS; **James W. See III up to \$887.00; Dream Lake Farm LLC up to \$2,500.00CS; KSB Farms LLC up to \$2,500.00CS; David McGee up to \$2,500.00CS; Hillbilly Acres Farm Inc. – Judy Fansler up to \$2,365.00CS; River Bridge Farm Inc. - Todd Fansler up to \$2,285.00CS; Jeremy Oates up to \$2,400.00CS; Mallow Meadow Farm LLC - Donald Mallow up to \$2,500.00CS; Mallow Meadow Farm LLC - Fred Mallow up to \$2,500.00CS; Mallow Farms LLC up to \$2,500.00CS; Amelia G. Engelman up to \$222.50CS; Roy Hedrick up to \$1,350.00CS; Kelly Williams up to \$1,025.00CS; Sam Williams up to \$1,685.00CS; Durgon Farms - Roy Harper up to \$500.00CS; Dennis A. Funk up to \$2,500.00CS; Johnny W. Wilkins II up to \$600.00CS; Greg Dyer up to \$2,500.00CS; Nathan Griffin up to \$400.00CS; Michael B. Rexrode up to \$2,000.00CS; Terry Bennett up to \$1,000.00CS; Conrad Farms up to \$2,500.00CS; Raymond E. Phares up to \$2,050.00CS; Dale P. Johnson up to \$340.00CS; Jeff Heavner up to \$2,500.00CS; John Heavner up to \$2,500.00CS; Helen Heavner up to \$2,500.00CS; William Brooke up to \$2,500.00CS; John McCoy up to \$1,485.00CS; Kenneth Harper up to \$760.00CS*

A motion was made by Lois Carr and seconded by Gerald Sites to approve the above applications. J.W. See and George Leatherman abstained. Motion carried. Leatherman and See applications approved by WVCA.

Litter Transfer: *Hotts Ag. Service up to \$2,500.00CS; Robert R. Williams up to \$2,500.00CS; Rhonda Fink up to \$2,500.00CS; Steve Lambert up to \$2,500.00CS; Kay-Dawn Farms – Cynthia Shreve up to \$2,500.00CS; Clay Creek Farm – Gina Bramsen up to \$500.00CS; For Gods Glory Farm – Serena Brafford up to \$2,069.10CS; Fancy Feathers Farm – Justin Buchina up to \$2,500.00CS; Sandra Ours up to \$2,500.00CS; Nathan Griffin up to \$2,500.00CS; Jacob Griffin up to \$2,500.00CS; Rocky Pine Farm – Roscoe Alexander up to \$2,500.00CS; Mark Fink up to \$2,500.00CS*

A motion was made by Lois Carr and seconded by Frank Weese to approve the above applications and remove Rhonda Fink from the list. Motion carried.

PAYMENTS

Invasive Species: *Harvey Harper \$276.72CS. A motion was made by Lois Carr and seconded by Brian Dayton to approve the above payment. Motion carried.*

Chesapeake Bay Fence/Water: *Fairview Farms \$8,000.00; Nicole Fansler \$5,083.00; Isaiah Smith; Zachery Smith; Joseph M. Alexander \$6,970.00CS. A motion was made by Lois Carr and seconded by Brian Dayton to approve the above payments. Motion carried.*

MEB: *Kevin Didawick \$7,879.59CS; Roger L. Kitzmiller \$8,000.00CS; Rhonda S. Idleman \$8,000.00CS; Scott Kitzmiller \$1,866.60CS. A motion was made by Lois Carr and seconded by Brian Dayton to approve the above payments. Motion carried.*

Exigency Applications and Payments

APPLICATIONS

Water Hauling: *Nicole Fansler up to \$500.00CS. A motion was made by J.W. See and seconded by Lois Carr to approve the above application. Motion carried.*

PAYMENTS

Water Hauling: *Nicole Fansler \$500.00CS. A motion was made by J. W. See and seconded by Lois Carr to approve the above payment. Motion carried.*

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

WVCA – *Don Whetzel:* The WVCA is asking CD's to review and update their District Policy Manuals and District Employee Manual. Each district AS is conducting a review of the AgEP files, which will be submitted to the District Operation Manager. Legislation starts January 14th. Ag Day is February 18 – the districts will set up in a group rather than individually. The agency is providing shuttle service but no reception or dinner. The district personnel plan and CDO Budget is due to SCC in March, so this will be added to the agenda in February. Supervisors filing for reelection have until the end of January to file. Supervisor financial reports are due as well.

- *Cindy Shreve:* AgEP for FY27 was approved today. Also approved today was FY27 increase in the cost share for the exigency program up to \$750.00 with a 50% share rate. We have received the Anderson Run Award and an LOR will be upcoming.
- *Justin Cook:* January 26th at 1:pm will be the special meeting for approval of the frost seeding and summer annual applications. Tomorrow, I will be packaging up litter transfer and cover crop agreements to be sent out. I gave a shorter 30-day window to return the agreements.
- *Ben Heavner:* Filling in at Tygarts throughout the week, but available by phone.

NRCS – *Sarah Taylor-Goldizen:* working on the first batching date for applications, hoping to get a speaker for field day.

-*Brandon Duckworth:* Assistant State Conservationist for Field Operations, covering the north half of state. Staffing levels are low and new positions are not due to be created. Received robust allocation letters, so there will be a lot of opportunities. Regenerative Pilot Program – 25% of NRCS funds are directed to that program. It focuses on whole-farm planning philosophy.

Dylan Kesner: Looking for volunteers to help with the tree sale.

Lee Haggerty: Batching day – Hampshire and Mineral County have about 160 applications between the two.

FSA – *Andrea Landis:* County committee elections are due mid-February.

Trout Unlimited – *Samuel Urban:* Funding for programs is looking good - opportunities for streambank erosion concerns, habitat work, stream fencing, new water systems for agriculture and livestock production. Can often make projects turn-key conservation, which means minimal landowner contributions.

Public Comment:

There being no further business, a motion to adjourn was made by J.W. See and seconded by Lois Carr. Motion passed. Meeting adjourned at 8:30pm.

Upcoming Activities / Dates:

January 19th – Office closed for Martin Luther King Day

Next Board Meeting: Tuesday, February 10, 2026 @ 7:00 pm

*D – Discussion *M – Motion

Charlotte R. Hoover

Chairperson

Feb. 10, 2026

Date

Kent Spencer

Secretary

