



Potomac Valley Conservation District

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MEETING MINUTES May 11, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Monday, May 11th, 2026, at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:02 pm by Chairperson Charlotte Hoover.

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

OTHERS: WVCA - Justin Cook, Ben Heavner, Don Whetzel, Leah Aldridge, Erin Coda, Cindy Shreve, AS Melissa Shanholtz; PVCD – Grace Engelman; Youth Supervisors - Layla Shreve, Mineral County FFA; NRCS – Lee Haggerty, Sarah Taylor-Goldizen.

MINUTES: The minutes of the April 14th, 2026 Board Meeting were presented for review and approval. **A motion was made by J.W. See and seconded by Lois Carr to approve them as written and distributed. Motion carried.**

The minutes of the April 14th, 2026 AgEP committee minutes were presented for review and approval. **A motion was made by J.W. See and seconded by Kent Spencer 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 April. Discussion was held about what funds will be returned to the state, versus what funds will remain in the co-administered fund account. J.W. See reported that he has informed FNB Bank that we will be withdrawing a large amount of funds so they can get prepared. **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 April. 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 April. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

Petersburg Oil - \$1,026.54. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Petersburg Oil in the amount of \$1,026.54. Motion carried.**

Watson Float Valves - \$2,860.03. **A motion was made by Ronnie Miller and seconded by Lois Carr to approve payment to Watson Float Valves in the amount of \$2,860.03. Motion carried.**

Traveler's Insurance - \$1,320.00. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Traveler's Insurance in the amount of \$1,320.00. Motion carried.**

PrintingForLess.Com – newsletter - \$1,533.89. **A motion was made by Lois Carr and seconded by George Leatherman to approve payment to PrintingForLess.Com in the amount of \$1,533.89. Motion carried.**

Freese and Nichols – Mill Creek 3 & 4 rehab - \$10,963.24. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Freese and Nichols in the amount of \$10,963.24. Motion carried.**

CORRESPONDENCE:

HB5364 Transfer Memo from Judith Lyons – Don Whetzel explained that there will be a follow-up letter to this with specific account and fund information. J.W. See discussed meeting with county commissions to request sponsorship of the district for AgEP. Don reported that the state agency is contacting all watershed sponsors to inform them of the change in responsibility. Discussion was held regarding fund distribution between the state agency and districts. Discussion was held on HB5364.

WATERSHEDS

Rehabilitation Projects: Erin O'Leary sent in the following updates regarding the watershed rehabs:

New Creek Site #1 – Status Update: WVCA and NRCA met Friday, May 8th, to discuss the proposed design. WVCA and NRCA are meeting with GFT Thursday, May 14th, to discuss the next steps. Erin will request a revised invoice to remove the barge mobilization since field work has been postponed.

Financial Update: GFT submitted an invoice on 3/24/26 for work through 2/27/26 for a total of \$61,099.85. This invoice included the charge to mobilize the drilling barge, which has since been postponed. NRCS/WVCA will request a revised invoice during the 5/14/26 meeting. Once the revised invoice is received from GFT, PVCD can submit a reimbursement request to NRCS.

New Creek Site #17 – Status Update: The detailed design of ASW design is completed and outstanding comments have been resolved. The final design is in progress with incorporation of ASW design, which is to be submitted July 1st.

North / South Mill Creek Sites #3 and #4 – Status Update: Scoping meetings were held 5/5/26 at the Dorcas Community Center. Field work is continuing, with drilling at the NSMC 3 embankment this week.

Financial Update: Reimbursements to PVCD from NRCS for December-February have been fully processed. The March reimbursement is in progress. The remaining \$6,302.90 advance funds needs to be liquidated and reported by the end of the agreement, otherwise the funds will need to be paid back to NRCS.

Don Whetzel reported to the board that there is an outstanding invoice from WVACD for the IDIQ work and recommended asking Erin O'Leary if that payment is applicable to come out of the advance funds. **A motion was made by J.W. See and seconded by Kent Spencer to approve the WVACD invoice and process payment. Motion carried.**

Patterson Creek #50 – Fence Repair – Erin Coda reported that this project will not move forward.

UNFINISHED BUSINESS

Stricklers – The board will not be meeting with the town of Moorefield due to the upcoming handover of responsibility for the watersheds to the state agency.

Audit Bids – Melissa reported that bids were requested from three more firms, with no response as yet. Audit bids is tabled until the June board meeting.

NEW BUSINESS

Conservation Farm Candidates – Lee Haggerty reported that Gary Ehlert is willing to be submitted for the traditional farm category.

Fund Transfer to WVCA – **A motion was made by J.W. See and seconded by Lois to transfer the requested funds in accordance with the letter from WVCA. Motion carried.**

LOR 16523 – FY27 Q1 District Support Allotment - \$42,469.00. **A motion was made by Kent Spencer and seconded by Lois Carr to approve and sign LOR 16523. Motion carried.**

LOR 16524 – FY27 Q2 District Support Allotment - \$23,398.00. **A motion was made by Kent Spencer and seconded by Lois Carr to approve and sign LOR 16524. Motion carried.**

LOR 16525 – FY27 Q3 District Support Allotment - \$23,397.00. **A motion was made by Kent Spencer and seconded by Lois Carr to approve and sign LOR 16525. Motion carried.**

LOR 16526 – FY27 Q4 District Support Allotment - \$16,691.00. **A motion was made by Kent Spencer and seconded by Lois Carr to approve and sign LOR 16526. Motion carried.**

Commercial Soil Amendment Renewal – Grace Engelman reported that this is for the compost and was renewed last year. **A motion was made by J.W. See and seconded by Kent Spencer to renew the Commercial Soil Amendment. Motion carried.**

Administrative Specialist Report

Mineral County Supervisor Transition – Brian Dayton’s term ends June 30th, with Derrick Spencer beginning July 1st. J.W. reported that he will need a motion to add Derrick as a accepted check signer when Derrick takes office. Discussion was held on other potential transitions, with Glen Delaplain running against J.W. See. Charlotte Hoover and Ronnie Miller are running unopposed.

Outstanding Checks – Lois Carr brought in one of the outstanding checks for Steve Lambert. Melissa reported that the checks have been cancelled by J.W. See and will be reissued by District Fiscal.

COMMITTEE REPORTS

Ronnie Miller reported that PVCD will be mowing dams. Currently, districts are only allowed to mow dams within their own district. Discussion was held on the mowing of the South Fork watersheds.

BOARD MEMBER REPORTS

YOUTH SUPERVISOR REPORTS

Layla Shreve – Towards the end of April, we had high school and middle school students compete in regional tractor driving. One high schooler placed first in the region and will be competing at state convention in July. The chapter officer team did a lot of planning to make sure our end of the year banquet went well. This year, we held it at the Stadell at Brookedale Farms. Friday, Ike Jones and I competed in regional Leadership Development Events. Ike placed 2nd in extemporaneous speaking. I placed 3rd in employment skills. We had

our final chapter meeting of the year and are preparing for Vo-tech graduation next Friday. This will likely be my last meeting, so I would like to thank you all for this opportunity.

J.W. See – Emily See asked me to touch on farm tours, through Young Farmers and Ranchers and the Farm Bureau. They are having it this Saturday. Starting at Teet’s, then Ronnie Millers for lunch, and then Hamilton’s Egg Market.

PVCD District Report

Rental Equipment / Repairs – Grace reported that there have been some complaints on the seeders over-seeding. Litter spreaders and manure spreaders have been busy.

Ronnie Miller reported that he has obtained a price for the Kuhn replacement: \$43,600.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the purchase of the new Kuhn. Motion carried.**

Ronnie Miller reported that he also got a price for a Haybuster replacement: \$38,500.00 with a trade-in of the old Haybuster for \$20,000.00-\$21,000.00. **A motion was made by J.W. See and seconded by Lois Carr to approve the purchase of the new Haybuster. Motion carried. A motion was made by J.W. See and seconded by Lois Carr to give Ronnie Miller the authority to make the purchases. Motion carried.**

Ronnie Miller also reported that the Ventrac and mowers will need some maintenance work. Discussion was held on ownership of the mower and trailer in Keyser. **A motion was made by J.W. See and seconded by Lois Carr that any equipment that was purchased by PVCD without reimbursement from the state is, and will remain, the property of PVCD. Motion carried.**

Billing of Rental Equipment – No updates.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook recommended extending the exigency program to the June board meeting. **A motion was made by J.W. See and seconded by Lois Carr to extend the exigency program to the June board meeting. Motion carried.** Discussion was held about the drought status and NRCS/FSA programs.

APPLICATIONS

Most Effective Basin: Dale P. Johnson \$8,000.00CS; Dave Idleman \$8,000.00CS; Rhonda Idleman \$4,052.00CS; Tammy L. Evans \$8,000.00CS; Rocky Evans \$8,000.00CS; Kevin Didawick \$8,000.00CS; Michael Jones \$1,530.00CS; Roger Kitzmiller \$8,000.00CS; Scott Kitzmiller \$8,000.00CS

A motion was made by Lois Carr and seconded by J.W. See to approve the above applications. Motion carried.

PAYMENTS

Invasive Species: Dawn White \$371.54CS; Clay Creek Farm – Gina Alt Bramsen \$500.00CS; Timber Ridge Cattle and Produce – Ben Heavner \$412.50CS; MJW Farm LLC – Carol Webb \$291.00CS; Wayne Whitacre \$371.21CS; Dale P. Johnson \$257.47CS

Lime: Mudrun Farms – Larson D. McGee \$807.60CS; Dale P. Johnson \$2,876.40CS; Robert Q. Hott \$3,544.20CS

Hay/Pasture Reseeding: Clay Creek Farm – Gina Bramsen \$168.00CS

Frost Seeding: Reed Williams \$431.96CS; Adam Goldizen \$456.59CS; Robert E. Williams \$431.96CS; Michael W. Jones Sr. \$287.98CS; *Lois K. Carr \$67.79CS

Urban Agriculture: Jason Nathaniel Dalrymple \$189.20CS; Heritage Hill Produce – Paul Kuykendall \$129.92CS; Rebecca Heavner \$130.57CS

Cover Crop: Bennett Farms – Jimmie Bennett \$1,335.00CS; Greg Dyer \$2,500.00CS

A motion was made by J.W. See and seconded by Kent Spencer to approve the above payments. Motion carried. Lois Carr abstained.

Exigency Applications and Payments

APPLICATIONS

PAYMENTS

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

WVCA – Justin Cook – Newsletters have been mailed out. Field Day is on Thursday. Ag Enhancement starts June 17th.

Cindy Shreve – At the quarterly meeting, information was requested about Ag Enhancement. Information was sent out for this and if more information is needed, feel free to reach out.

Ben Heavner – Forty people signed up for field day.

Don Whetzel – The Annual work plan is due by the end of June to send in for SEC approval. Conservation farm tours need to be turned in by June 16th. The state farm tours will take place during the week of July 27th. The winners farm tours will take place in August. Ken Brown and Davin White are requesting pictures of any of the Century Farm signs in our district sent in by June 22nd.

PVCD – Grace Engelman – Getting ready to make shirt orders for the crew, so if we can get a shirt size for Derrick, we can order agency gear for him.

NRCS – Sarah Taylor-Goldizen – Just finished ranking applications – pre-approvals are coming in slowly. There were about 300 applications in Potomac Valley. Potomac Valley NRCS got a special call-out from leadership because deadlines were met.

Lee Haggerty – Wanted to remind everyone about the Work Group Meeting on June 4th. There is a job opening for a biologist/forester, if anyone knows anyone.

Public Comment:

There being no further business, a motion to adjourn was made by Kent Spencer and seconded by J.W. See. Motion passed. Meeting adjourned at 8:07.

Upcoming Activities / Dates:

Field Day – May 14th from 6:00-8:00pm

Memorial Day – May 25th – Office closed

Local Work Group Meeting – June 4th

Next Board Meeting: Tuesday, June 9th, 2026 @ 7:00 pm

*D – Discussion *M – Motion

Charlotte R. Hoover

Chairperson

June 9, 2026

Date

Dee Spence

Secretary