



Potomac Valley Conservation District

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MEETING MINUTES

June 9, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, June 9th, 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, Frankie Weese and Paul Clayton (Associate Supervisor).

OTHERS: WVCA - Ben Heavner, Don Whetzel, Erin Coda, AS Melissa Shanholtz; PVCD – Grace Engelman, Roger Sites; Youth Supervisors – Emily See, Young Farmers and Ranchers/Farm Bureau; NRCS – Lee Haggerty, Skylar Martin, BJ Haggarty, Lilian Byars, Shawna Weatherholtz, Christi Hicks, Adam Bonar; Trout Unlimited – Sam Urban; FSA – Andrea Landis; WVACD – Heather Duncan; Others – Betsy Orndorff-Sayers, Glenn Delaplain.

INTRODUCTIONS: Glenn Delaplain, incoming PVCD Supervisor representing Hampshire County, introduced himself and spoke about his enthusiasm to work with the board moving forward. Betsy Orndorff-Sayers, current mayor of Wardensville and candidate for the WV House of Delegates, introduced herself and spoke about her views and background.

MINUTES: The minutes of the May 11th, 2026, board meeting 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 May. **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 May. Motion carried.**

INVOICE: Bookkeeping – Adam Carlin, \$525.00. **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 May. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

Petersburg Oil - \$1,500.91. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Petersburg Oil in the amount of \$1,500.91. Motion carried.**

Potomac Valley Industrial Supply - \$2,340.00. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Potomac Valley Industrial Supply in the amount of \$2,340.00. Motion carried.**

Tractor Supply - \$1,059.07. **A motion was made by Lois Carr and seconded by Kent Spencer to approve payment to Tractor Supply in the amount of \$1,059.07. Motion carried.**

Board of Risk and Insurance Management - \$4,930.00. **A motion was made by Lois Carr and seconded by J.W. See to approve payment to Board of Risk and Insurance Management in the amount of \$4,930.00. Motion carried.**

James River Equipment - \$18,500.00. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to James River Equipment in the amount of \$18,500.00. Motion carried.**

Freese & Nichols – N/S Mill Creek #3 & #4 rehab - \$40,347.17. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to Freese & Nichols in the amount of \$40,347.17. Motion carried.**

CORRESPONDENCE:

WVACD Nominating Committee – **A motion was made by J.W. See and seconded by Kent Spencer to nominate Lois Carr and Ronnie Miller to serve as directors. Motion carried. Lois and Ronnie accepted the nomination.**

Junior Conservation Camp sponsorship request – Melissa reported that the board sponsored one attendee last year. **A motion was made by Lois Carr and seconded by Kent Spencer to sponsor one attendee at a cost of \$225.00. Motion carried.**

FNB Bank re: Certificate of Deposit – J.W. See advised the CD should have automatically renewed but he would check to make sure.

Lois Carr reported that the board will need to send in any nominations for WVACD officers. Heather Duncan discussed the process and Lois advised that she is not available to hold an office this year.

WATERSHEDS

Rehabilitation Projects:

New Creek Site #1 – Christi Hicks advised that the revised invoice from GFT, less the barge cost, has been received and is ready to submit for reimbursement.

New Creek Site #17 – Christi reported the engineering firm is working on the final design report that is due to be submitted to NRCS on July 1st.

North / South Mill Creek Sites #3 and #4 – Christi reported that there should be two more invoices incoming. The project account was advance funds and the remainder that has not been spent will be returned to NRCS. Field work is ongoing but expected to be completed at the end of June.

UNFINISHED BUSINESS

Audit Bids – Don Whetzel reported that the office did receive a request for more information from Rod Lowe and are hoping to hear back from them. Discussion was held about the audit process. Betsy Orndoff-Sayers recommended contacting Ferrari and Associates for an audit bid. **A motion was made by J.W. See and seconded by Lois Carr to table the audit bids until the July 14th meeting and make a final decision then. Motion carried.**

Conservation Farm Candidate – Lee Haggarty advised that Gary Ehlert is available to run as the Traditional Farm candidate. **A motion was made by J.W. See and seconded by Lois Carr to nominate Gary Ehlert for Traditional farm candidate. Motion carried.** Discussion was held about scheduling a tour. The winner will be announced at the Awards Luncheon on October 29th at the Awards Luncheon at Cedar Lakes in Ripley.

Fund Transfer – A motion was made by J.W. See and seconded by Lois Carr to refund \$3,629,591.57 to WVCA. Motion carried.

NEW BUSINESS

WVACD Membership Dues – Lois Carr advised that the district would need to either submit the membership dues or submit a letter of intent. A motion was made by Ronnie Miller and seconded by Lois Carr to submit the payment of \$5,000.00 to WVACD. Motion carried.

New Supervisor Orientation – Don Whetzel reported that there will be a New Supervisor orientation at Cedar Lakes in Ripley on July 7th, 2026. Discussion was held regarding attendance and logistics. Heather Duncan reported that there will be a follow-up new supervisor training at the Quarterly Meeting.

North Fork Project Sign Replacement – Ben Heavner reported there is a sign in Seneca Rocks that denoted a river project that Cindy Shreve would like to be replaced. The board was presented with the sign options of either plastic or aluminum. A motion was made by J.W. See and seconded by Lois Carr to purchase a metal sign to replace the old sign. Motion carried.

Mathias Baker Fire Co. – Dry Hydrant – Ronnie Miller explained that we had been donating for free. A motion was made by J.W. See and seconded by Lois Carr to supply Mathias Baker Fire Company with a dry hydrant. Motion carried.

Annual Work Plan for SEC Approval – Don Whetzel reported the work plan is due by the end of June. A motion was made by Kent Spencer and seconded by J.W. See to update and submit the report from last year. Motion carried.

LOR 16550 – NPS 1743 Most Effective Basin Funding - \$54,681.00. A motion was made by J.W. See and seconded by Lois Carr to approve and sign LOR 16550. Motion carried.

LOR 16551 – NPS 1743 District Support - \$15,000.00. A motion was made by Kent Spencer and seconded by J.W. See to approve and sign LOR 16551. Motion carried.

Newsletter Cost Coverage – Melissa explained that the Cbay fund did not have adequate funds to cover the newsletter cost until the LOR came through and asked the district to cover the cost until the funds arrived. A motion was made by J.W. See and seconded by Kent Spencer to cover the cost of the newsletter. Motion carried.

Local Work Group Meeting/Letter – Adam Bonar spoke about the local work group meeting. Lee Haggarty advised that John Borden, NRCS State Conservationist, will attend the August 11th meeting. Discussion was held regarding Ag statistics and funding. A motion was made by George Leatherman and seconded by Lois Carr to write a letter in support of increased funding for the local NRCS offices. Motion carried. George Leatherman reported on a proposed solar farm in Hardy County. Discussion was held and the decision was made to add a proclamation regarding opposition to solar farms, wind farms and data centers to the July agenda.

Administrative Specialist Report

Pre-authorization for Petersburg Oil Payments – Melissa explained that the timing and amount of the Petersburg Oil invoices often leads to late payment and requested pre-authorization from the board to pay Petersburg Oil in advance of the monthly board meeting. A motion was made by Lois Carr and seconded by J.W. See to approve pre-authorized payments to Petersburg Oil. Motion carried.

Postage Increase – Melissa advised that postage rates will be increasing and suggested purchasing a bulk order of stamps, based on the district's postage consumption last year, to save money. A motion was made by Kent Spencer and seconded by Lois Carr to approve the bulk order of postage. Motion carried.

COMMITTEE REPORTS

BOARD MEMBER REPORTS

J.W. See explained that Dave Parker will be resigning from the board due to health reasons. **A motion was made by Kent Spencer and seconded by Lois Carr to accept Dave Parker's resignation. Motion carried.** Dave spoke about his enjoyment of working with the board and his regret that he is stepping down. The board expressed their thanks for Dave's service.

J.W. See explained that the board will need to nominate someone to step in for the last two years of Dave's term. **A motion was made by Gerald Sites and seconded by Lois Carr to nominate J.W. See for the seat. Motion carried.**

J.W. reported that the board will need to add Derrick Spencer to the list of approved check signers and remove Dave Parker and Brian Dayton from said list. **A motion was made by Kent Spencer and seconded by J.W. See to add Derrick Spencer and remove Dave Parker and Brian Dayton from the list of approved check signers. Motion carried.**

J.W. See recommended that the board approach the county commissions to sponsor the district for AgEP.

YOUTH SUPERVISOR REPORTS

Emily See (Youth Supervisor, Hampshire County) – I just got back from the International Year of the Woman Farmer in DC. There were around 500 women there advocating for agriculture and talking about the issues like data centers and wind farms. There were executive sessions and met with legislators that are pro-agriculture. Now it's a waiting game to see what the lawmakers in DC do. I have been doing a lot with Young Farmers and Ranchers and the Farm Bureau. I was selected to represent at the AFBF in January. We are working on the New Orleans trip for Fusion. We are working on state fair and a few other places to get word out about Young Farmers and Ranchers and about preserving farmland. I hosted the Hardy County Farm Tour. Ronnie's farm was in it and we also went to Hamilton's Egg Market and the Butcher Block at Teets. 20 to 25 people attended, and food was provided by East Hardy FFA.

PVCD District Report

Rental Equipment / Repairs – Grace Engelman reported that the drills and manure spreaders have been going out. For the litter spreaders, spreading shavings in the chicken houses has become the bulk of the rentals. John Hicks has been keeping up with the deliveries with the help of Grant Hicks.

Ronnie reported that the mowing crew started on the 26th of May and serviced the equipment. Mowing began on the Lost River dams on June 1st. Erin Coda confirmed that the work is looking very good.

Billing of Rental Equipment – Grace Engelman reported that billing is going well but there are some that look like they will not pay. Lois Carr questioned whether the office could send a letter giving notice that the accounts will go into collections.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Ben Heavner recommended extending the exigency program to the July board meeting. As of July 1st, exigency cost share will be raised from \$500.00 to \$750.00. **A motion was made by J.W. See and seconded by Kent Spencer to extend the exigency program to the July board meeting. Motion carried.**

Special Meeting – Ben Heavner advised that a special meeting is needed to approve straggling payments and waivers of two weeks for the Summer Annuals program. The special meeting was scheduled for Tuesday, June 23rd at 9:00am via teleconference. **A motion was made by Lois Carr and seconded by Kent Spencer to approve the waiver for the Summer Annuals program. Motion carried.**

APPLICATIONS

PAYMENTS

Urban Ag: *Mallow Meadows Farm LLC \$243.80CS; Melanie Ours \$106.50CS*

Lime: *W.C. Taylor \$4,144.50CS; Nicole Fansler \$4,500.00CS; Mark A. Taylor \$1,892.65CS; Lovers Lane Farm – James L. Martin \$3,489.12; Sponaugle Farms – Eber Dale Sponaugle \$1,200.00CS*

Hay/Pasture Re-seeding: *Washington Bottom Farm – Ridgedale LLC \$2,544.00CS; Fairview Farm LLP – Peyton Umstot \$2,604.00CS; Gary Tenney \$2,880.00CS*

Invasive Species: *Terry C. Alkire \$500.00CS; Jack L. Hedrick \$142.50CS; Mark Fansler \$482.67CS; Brett Fansler \$482.67CS; Carolyn J. Wimer \$324.93CS; Sponaugle Farms – Eber Dale Sponaugle \$450.86CS; Robert Landis \$384.00CS; Brushy Run Angus – Bruce D. Alt \$500.00CS; Sandra Ours \$500.00CS; Mark Simmons \$500.00CS; River Bridge Farm Inc. – Todd Fansler \$500.00CS; Roy Hedrick \$500.00CS; Kristen Donnelly \$59.99CS; Jennings Pules \$483.87CS; Mary E. Williams \$296.95CS; Micheline W. Williams \$203.97CS; *Amelia G. Engelman \$395.06CS; Douglas Wimer \$500.00CS; Kelly Williams \$121.08CS; Sloan Williams \$121.08CS; Lester G. Funkhouser Jr. \$446.13CS*

Warm Season Summer Annuals: *Robert E. Williams \$900.00CS; Nicole Fansler \$3,000.00CS; Titus Run Farm LLC \$330.00CS; Spade Lane & Livestock – Kristine E. Whipp \$3,000.00CS; Kenneth Harper \$250.20CS*

A motion was made by Lois Carr and seconded by Brian Dayton to approve the above payments. Motion carried.

Frost Seeding: **James W. See III \$175.98CS; William Mitchell \$720.00CS; *Trista M. See \$175.98CS; *James See Jr. \$175.98CS; Hillbilly Acres Farm Inc – Judy Fansler \$521.99CS; River Bridge Farm Inc – Todd Fansler \$521.99CS; Michael D. Reel \$161.99; Kristine E. Whipp \$720.00CS; Samuel I. Williams \$324.60CS; Kelly S. Williams \$324.60CS; Sloan I. Williams \$324.60CS*

Hay Establishment: *Charles Armentrout \$2,212.50CS; Swingle Farm – Steven Swingle \$3,475.00CS*

Exigency Applications and Payments

APPLICATIONS

Temporary Fence: **Trista M. See \$500.00CS*

PAYMENTS

Temporary Fence: **Trista M. See \$500.00CS*

A motion was made by Kent Spencer and seconded by Lois Carr to approve the above Temporary Fence application and Frost Seeding, Hay Establishment and Temporary Fence payments. Motion carried. J.W. See abstained.

AgEP Waivers

Larry Smith – Frost Seeding. Ben Heavner explained that Larry Smith is requesting to waive the one-year ineligibility penalty incurred due to the seeds not containing the correct percentage of legumes. **A motion was made by J.W. See and seconded by Lois Carr to approve the waiver for Larry Smith. Motion carried.**

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

PVCD - Grace Engelman – wanted to say how much she will miss Brian and Dave.

Roger Sites – By all appearances, position is not being retained. Thank you for the opportunity.

FSA – Andrea Landis – Drought payments for farmers are available based on livestock numbers and grazing acres. Crop reports are due July 15th. For those purchasing hay for feeding, transportation assistance is available. ECP is also available for water assistance at 75% cost share.

Grace Engelman – For Hampshire and Mineral County, ECP sign-ups are open from June 8th to July 8th. Appointments are encouraged.

NCRS – Lee Haggarty – The report on the Mineral/Hampshire offices is included in the packet.

Trout Unlimited – Sam Urban – Actively working on construction projects within the watershed. We've been a partner for over 20 years, and we currently have \$2,500,000.00 to spend in this watershed. We would welcome being included in the letter to NRCS leadership. We are starting up stream surveys and might be contacting landowners to complete stream surveys.

WVACD – Heather Duncan – The IDIQ payment was received. Don't forget July 22nd and 23rd is the next quarterly meeting in Bridgeport. If you have any poster, photo contest or district of the year submissions, these are due on the 22nd. We plan to have the signs for the Century Farm program that weekend. July 13th is the Eastern Area meeting at the Mon District office. The funding extension did not go through, so my last day appears to be June 30th.

WVCA – Ben Heavner – Starting Monday, June 15th, AgEP and CBay sign-ups start.

Don Whetzel – The annual SEC work plan will be due at the end of the month. During the month of July, J.W. and I will be completing the CDO budget, which is due by August 1st. State Fair signups are available.

Public Comment:

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

Upcoming Activities / Dates:

Juneteenth/West Virginia Day (Observed) – June 19th – Office Closed

Special Board Meeting – June 23rd at 9am via teleconference

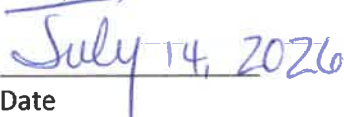
Fourth of July (Observed) – July 3rd – Office Closed

Next Board Meeting: Tuesday, July 14th, 2026 @ 7:00 pm

*D – Discussion *M – Motion


Chairperson


Secretary


Date