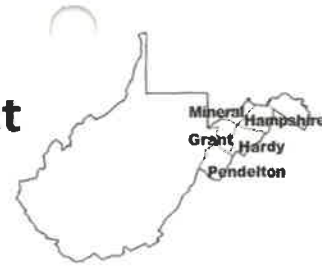




Potomac Valley Conservation District

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MEETING MINUTES June 9, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Monday, June 9, 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 7:01p.m. by Chairperson, Charlotte Hoover.

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

OTHERS: **WVCA** - Kristen Logsdon, Justin Cook, Leah Bittinger, Erin Coda, Krista Ayers, Ben Heavner, Don Whetzel; **WVACD** – Heather Duncan; **NRCS** – Becky Royal, Lee Haggerty, BJ Haggerty, Sarah Taylor- Goldizen, Lilly Byars, Skylar Martin, Adam, Boner; **PVCD** – Grace Engelman, Roger Sites; **Youth Supervisors** – Emily See – Moorefield FFA; **Public Guest** – Scott Combs, Logan Riggelman (Moorefield Southern States)

MINUTES: The revised minutes of May 19, 2025, Board Meeting were presented for review and approval. Following the discussion, **a motion was made by JW See and seconded by Lois Carr to dispense with the reading of the minutes of May 19, 2025, meeting and 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, CDO Grant, and Project Account reports as prepared by accountant Adam Carlin for the month of May. **A motion was made by J.W. See and seconded by Ronald Miller to approve the Co-Administered funds report and the General, CDO Grand and Project Account reports for May. 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 May. Motion carried.**

OTHER BUSINESS:

APPROVAL OF INVOICES & PAYMENTS:

WV Board of Risk - Quarterly Premium \$4,020.00 – **A motion was made by Lois Carr and seconded by JW See to approve paying the WV Board of Risk invoice. Motion carried.**

Tri-County Honda – Trailer for City of Keyser, \$3,614.92 – Ronald Miller stated that this trailer is being traded back in due to it being too small for the Ventrac that the City of Keyser will be using and that the trailer had been paid for and the district will be reimbursed. **A motion was made by JW See and seconded by Lois Carr to approve the trade in on the trailer and the purchase of a new wider trailer at an additional cost. Motion carried.**

WVACD Annual Dues - \$5,000.00 – **A motion was made by JW See and seconded by Lois Carr to approve the payment of the annual dues. Motion carried.** Lois lead a discussion on the dues.

Potomac Valley Industrial Supply – geotextile fabric \$2,185.00 – **A motion was made by Kent Spencer and seconded by Lois Carr to approve the payment of five rolls of geotextile fabric. Motion carried.**

Pens.com – promotional items \$1,008.27 – Kristen informed the board that the cost of all items except the folders had accrued a \$20+ tariff fee. **A motion was made by JW See and seconded by Ronald Miller to approve the payment to Pens.com. Motion carried.**

NEW BUSINESS:

Sponsorship for field days – Sarah Taylor-Goldizen spoke on the field days. Three separate field days within Potomac Valley: 1) Hampshire and Mineral Counties at the Page farm in July
2) Grant and Pendleton Counties at Matt Lough's in September
3) Hardy County at Ron Miller's farm in October.

Field day planning is asking the district to sponsor food for each event. **A motion was made by JW See and seconded by Kent Spencer to approve sponsorship of food up to \$750 per field day and if more money is needed, it will need to be discussed further. Motion carried.**

Local Work Group Meeting – update and approval – Becky Royal reported the work group had their meeting on May 14th. Shared the top 5 resource concerns in the area, 1) water quality, 2) water quantity, 3) soil health, 4) plant productivity, and 5) soil erosion and these have changed since last year. Becky asked for approval of what they are suggesting on these topics. **A motion was made by JW See and seconded by Lois Carr to approve the local work group suggestions. Motion carried.**

Southern States – fencing demo – Logan, Assistant Manager at Moorefield Southern States explained what they are hoping to do and asked the district for support in inviting people out to the event and spreading the word. **A motion was made by JW See and seconded by Brian Dayton to cosponsor the fencing demo event. Motion carried.**

Recall of GRASS Funds – \$60,000.00 plus accrued interest – Don Whetzel explained why the funds are being recalled. **A motion was made by Ronald Miller and seconded by JW See to approve the recall of funds and send the \$60,000 plus any accrued interest back. Motion carried.**

UNFINISHED BUSINESS:

Conservation Farmers – Sarah Taylor-Goldizen reported that Joe Alexander will be the Traditional farm, and they are looking into Hope Yankey being the Non-Traditional farm. There was extensive discussion between the NRCS team, Lois Carr and Heather Duncan on whether Hope's farm will fit the non-traditional standard or not. Lois said she will check on this with the committee. A supervisor tour of the farms will be scheduled at the July meeting on the 8th.

Stricklers – Moorefield – Don Whetzel reported Christi Hicks wanted to wait to report on this matter until it can be talked over with Andy Diechert and the Army Corps of Engineers are contacted again.

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 – nothing to report

Lost River Site #4 – letter has been sent to the State Committee

Lost River Site #10 – Logan Mongold, wanting to make hay in the auxiliary spillway. Krista Ayers reported on this. **A motion was made by JW See and seconded by Kent Spencer to approve Logan Mongold making hay at Lost River Site 10 and having him sign a hay lease. Motion carried.**

REHABILITATION PROJECTS:

New Creek Site #1 – Roger Sites reported that the presentations of selected AE firms are on June 24th at 9am, the letters to notify the AE firms of their selection are ready to be signed and then sent out by email and mail as soon as Tuesday. **A motion was made by JW See and seconded by Lois Carr to approve chairperson, Charlotte Hoover, to sign letters being sent out to the five AE firms to notify them whether they have been selected or not. Motion carried.** Ronald Miller informed everyone that there needs to be two board members appointed to vote on the AE firms at the presentation. **A motion was made by Lois Carr and seconded by JW See to appoint Charlotte Hoover and Ronald Miller as the two voting members. Motion carried.**

New Creek Site #17 – Ronald Miller reported that he has been in communication with Stephen Starcher and an appraiser is needed for the land at 17, the state will reimburse the district for the cost of an appraiser. **A motion was made by JW See and seconded by Lois Carr to approve Stephen Starcher hiring an appraiser for this project. Motion carried.**

N/S Mill Creek Sites #3 & #4 – Roger Sites reported they are waiting on the funds to be added to the agreement and appears that the money has been released or going to be released.

COMMITTEE REPORTS

Ag Enhancement Committee – Justin Cook reported that the committee discussed an overpayment to a cooperator, two late completers of the warm season summer annuals program due to rain, and the ag sponsorship letters to hand out to businesses. Justin Cook reported that \$125,478.79 in state AgEP funds have been spent, and as of today (June 9, 2025) \$4,962.63 in Brandywine funds have been spent. 128 applications with 85 of them being paid so far. **A motion was made by JW See and seconded by Lois Carr to approve the payout of \$300.00 each to two producers who completed warm season summer annuals late due to rain, to void the check for \$1,000.00 that was an overpayment to Rodney Funkhouser and to reprint a check for the correct amount of \$976.00, and to approve the hand delivering of letters going out to businesses in the poultry industry asking for AgEnhancement support. Motion carried.**

ADMINISTRATIVE SPECIALIST REPORT:

District Employee Reimbursement – Kristen Logsdon reported she was informed that the district is only approved for \$7,000 in reimbursement for this position and an LOR is being created for FY25. **A motion was made by Ronald Miller and seconded by Brian Dayton to approve the chairperson, Charlotte Hoover, signing the LOR once received. Motion carried.**

BOARD MEMBER REPORTS:

Youth Supervisors – **Emily See:** they have plants growing in the high tunnel and planning days to open the lot so the public can come in and buy produce over the summer. Getting ready for State Convention, which is July 9 – 12, with someone competing in tractor driving, a few state degrees, and a few people being recognized for getting their American degrees this fall. On Saturday Emily had her first auction as a licensed apprentice auctioneer and next Saturday she will be at the Mineral County Fair for their livestock auction. They are also preparing for the Tri-County Fair. She has changed her degree from ag mechanics to agricultural engineering, so she will be going to Penn State in August instead of leaving the week after next for Ohio.

PVCD REPORT:

Equipment Sale – Ronald Miller reported that the only thing not sold was the Ventrac mower, which had a \$14,000.00 reserve on it. A guest, Scott Combs, was introduced by Ron to speak claimed he was the high bid at \$8,600.00 and when he put in his bid only then was, he told about the reserve. Scott asked why they threw a reserve at the end of a \$8,600.00 bid on the tractor. Ron stated that it was announced beforehand that there was a reserve on the Ventrac and Scott said he did not hear that. Discussion continued. **A motion was made by Gerald Sites and seconded by Kent Spencer to move to an executive session on this matter. Motion carried. Executive session to take place once the rest of the agenda is gone through.**

Rental Equipment/Repairs – Ronald Miller reported that the equipment has been very busy but have also had a lot of breakdowns and repairs.

Ronald Miller also reported on the mowing crew, stating they started two weeks ago and that the district needs to have a personnel committee meeting to discuss how they want to handle the crew when they leave for the fall and if they are going to need to reapply next spring. Lois asked if they lay them off, can they draw unemployment through the winter, JW and Ron both replied, no, because it is seasonal work.

Rental Equipment – Grace reported on the income from the litter spreaders, all last year the spreaders brought in \$9,642.00 and so far, this year in three months they have brought in \$8,626.00 and further stated that increasing the rates was the right move.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

AgEP Check Amount – Rodney Funkhouser. Motion was made under committee reports.

Exigency Program – Justin Cook reported the program has closed due to all areas coming out of D1 status as of June 5, 2025.

Agricultural Enhancement Support Letters – **A motion was made by Kent Spencer and seconded by Lois Carr to approve the chairperson, Charlotte Hoover, signing off on the Ag Enhancement Support letters (that were also discussed under the committee reports). Motion carried.**

CBAY PAYMENTS

Litter Transfer: *Jacob Griffin \$2,500.00CS*

CBay Fence & Water: *Justin Frye \$5,849.45CS*

AgEP PAYMENTS

Lime: *Christopher R. Evans \$640.20CS; Hott's Farming Inc. \$3,507.90CS; Dennis Allen \$4,401.00CS; Keith G. Bohrer \$1,900.86CS; Gregory Bohrer \$1,893.84CS*

Hay/Pasture Re-Seed: *Adam Goldizen \$2,160.00CS; Keith G. Bohrer \$737.40CS*

Hay Establishment: *Charles Armentrout \$4,225.00CS; Gregory Bohrer \$738.75CS*

Invasive Species: *Marsha Knott \$500.00CS; Cheryl Smith \$231.38CS; Zachery Smith \$500.00CS; Isaiah Smith \$500.00CS; Hott's Farming Inc. \$500.00CS; Mark Simmons \$306.00CS; Doug Wimer \$500.00CS; Daniel Jeff Rollins \$177.02CS; Cathy D. McMarrow \$500.00CS; Frank Seldon \$500.00CS; Samuel Seldon \$500.00CS*

Deer Fence: *Gabriel Mongold \$2,500.00CS*

Urban Agriculture: *Sarah Taylor-Goldizen \$151.04CS*

Frost Seeding: *Spade Land & Livestock LLC \$1,000.00CS*

A motion was made by Lois Carr and seconded by Brian Dayton to pay all CBay payments and all AgEP payments from Lime down to Frost Seeding. Motion Carried.

Summer Annuals: *Adam Liller \$204.00CS; Charles Armentrout \$900.00CS; Nicole Fansler \$3,000.00CS; Spade Land & Livestock LLC \$2,484.00CS; George T. Leatherman III \$498.00CS. A motion was made by Kent Spencer and seconded by Lois Carr to approve all Summer Annual payments. George Leathermann III abstained. Motion carried.*

MUDLICK RUN PROJECT:
CONSERVATION AGREEMENTS
FARM PLANS / CONSERVATION PLANS:

AGENCY REPORTS:

WVACD – *Heather Duncan*, Executive Director of WV Association of Conservation Districts, reported that the association now has PayPal with hopes to use it for grazing conference or Envirothon registrations etc. to take online payments and make everyone's lives easier. She also passed out the agenda for the quarterly meeting on July 16th and July 17th in Bridgeport and explained some of what will be going on. Lois asked about the grant funding. Heather reported that the word on the street is DEIA money and language has been released from IRA funds. However, they are hesitant to announce that the funds are ready until they make sure other invoices go through and get paid.

WVCA – *Justin Cook* reported that the FY25 Ag Enhancement came to an end on May 30th and the sign-ups for FY26 will be from June 16th to July 18th. Newsletter will be sent out first thing on Tuesday, June 10th. Justin asked who will be handing out the Ag Enhancement Support letters and Ronald Miller said he would. Discussion on getting those letters signed. **A motion was made by Lois Carr and seconded by JW See to approve chairperson, Charlotte Hoover, signing a letter and then Kristen or Justin uploading that letter digitally to edit the title of each business name. Motion carried.**

Leah Bittinger shared that she will have AgEP applications with her at the Mineral County Fair next week if anyone knows anyone in the area that needs those applications.

Erin Coda asked whoever is going to be the lead for each area Field Day Event make an email chain to send over a blurb of what is being advertised so she can get it to the Market Bulletin.

Krista Ayers asked if they wanted the Southern crew to do all South Fork Dam Sites and Ronald Miller said yes.

Don Whetzel reported on the Annual Work Plan and that it is due by June 25th and needs board approval before it can be submitted. The board agreed to place it on the special meeting agenda.

NRCS – *Lee Haggerty* reported that their funding is winding down and they did 24 applications in Hampshire and Mineral County, equating to just a little over a million dollars.

Sarah Taylor-Goldizen reported that John was not able to make it due to a family emergency and hopefully he would be able to attend one soon. She also reported that like Lee said they are not going to release anymore IRA funds to utilize this year, with 17 contracts for a total of \$1.5million across Grant, Hardy, and Pendelton Counties.

After the agency reports **a motion was made by Kent Spencer and seconded by Lois Carr to go into executive session at 8:25pm to discuss the issue of the Ventrac mower from earlier in the meeting. Motion carried. Motion was made by Lois Carr and seconded by JW See to come out of executive session. Motion carried.** Discussion took place and **a motion was made by Lois Carr and seconded by Frank Weese to keep the Ventrac for backup. Motion carried.**

UPCOMING DATES:

Board Meeting – Tuesday, July 8, 2025, beginning at 7pm at the Farm Credit Building in Moorefield
Quarterly Meeting – July 16-17 in Bridgeport

There being no further business, the meeting was adjourned at 8:36pm **by motion of Kent Spencer and seconded by Frank Weese. Motion carried.**

Charlotte R. Hooper
Chairperson

Kent Spencer
Secretary

July 8, 2025
Date