



Potomac Valley Conservation District

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MEETING MINUTES November 10, 2025

The monthly meeting of the Potomac Valley Conservation District was held on Monday, November 10, 2025 at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. 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

OTHERS: WVCA - Justin Cook, Cindy Shreve, Ben Heavner, Erin Coda; PVCD – Grace Engelman, Roger Sites; Youth Supervisors - Layla Shreve, Mineral County FFA, Kade Suddath, Hampshire County FFA; FSA – Robert Landis, Andrea Landis

MINUTES: The minutes of the October 14, 2025 Board Meeting were presented for review and approval. **A motion was made by JW See and seconded by Kent Spencer to approve them as written and distributed. Motion carried.**

The minutes of the October 28, 2025 Special Board Meeting were presented for review and approval. **A motion was made by JW 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 October. **A motion was made by JW See and seconded by Ronald Miller to approve the Co-Administered, General, and CDO Grant funds reports for October. Motion carried.**

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

APPROVAL OF INVOICES & PAYMENTS:
None

CORRESPONDENCE:
None

WATERSHEDS:

Emergency Action Plans – A motion was made by JW See and seconded by Kent Spencer to approve signature by Chairperson, Charlotte Hoover. Motion carried.

Statement of Reviews – A motion was made by JW See and seconded by Kent Spencer to approve signature by Chairperson, Charlotte Hoover. Motion carried.

Blockage at Welton Park/Gap Bridge – Nothing discussed.

REHABILITATION PROJECTS:

New Creek Site #1 – Roger Sites reported that Gannet Flemming would like to have periodic/staging meetings.

New Creek Site #17 – Ron Miller reported that a meeting was held on Wednesday, November 5th with the Haywoods to present an offer for the land that will need to be purchased for the rehab. The district is waiting for a response from the Haywoods.

N/S Mill Creek Sites #3 & #4 – Roger Sites reported that the firm would like to meet to discuss the project and walk the property. It was decided to meet at the Old Dorcas School. Date TBD.

Roger Sites suggested that the district should obtain written permission/approval from the landowners for the testing. A motion was made by David Parker and seconded by Kent Spencer to obtain written permission. Motion carried.

UNFINISHED BUSINESS:

Stricklers – Moorefield Channel – Ronald Miller suggested to have the district's attorney, Mr. Athey, review the documents. Don will contact Christie Hicks to get copies of all easements and documents to send to Mr. Athey.

Sale of Lower Cove Road Property – The board reviewed the letter from Judith Lyons on behalf of the State Conservation Committee. A motion was made by JW See and seconded by Kent Spencer to proceed with getting an appraisal. Motion carried.

NEW BUSINESS:

Letter of Request (LOR) – MEB – A motion was made by JW See and seconded by Ronald Miller to submit the LOR. Motion carried.

Letter of Request (LOR) – CBay FY25 Award – A motion was made by JW See and seconded by Kent Spencer to submit the LOR. Motion carried.

Newsletter – Justin Cook discussed items to be included in the upcoming newsletter.

2026 District Pocket Calendars and Pens - A motion was made by JW See and seconded by Ronald Miller to purchase the items as presented by Grace. Motion carried.

District Christmas Party – The party will be held at Cheetah B's in Petersburg. Dinner will be at 6:00pm with the meeting to follow at 7:00pm.

WVACD WV State Fair Booth Participation – The board discussed participation in future fairs. The board is in favor of continuing support of the WVACD State Fair Booth.

Bids for Audit – **A motion was made by Ronald Miller and seconded by George Leatherman to advertise and accept bids for a 3-year contract for financial audits. Motion Carried.**

Solar Fields – George Leatherman led a discussion about possible solar fields being constructed in the district. There will be a public meeting, Thursday, November 13th at 6:00pm at the Moorefield Fire Company Bingo Hall.

BRIM Lost Control Questionnaire – Ronald Miller and JW See will handle.

COMMITTEE REPORTS:

ADMINISTRATIVE SPECIALIST REPORT:

Don Whetzel reported that interviews were held and an offer has been made and accepted for the AS position. He expects them to start mid-December to early January.

BOARD MEMBER REPORTS:

Youth Supervisors – **Layla Shreve:** In October, we wrapped up our ham/bacon processing. We had a chapter work night to work on bulletin boards, planning, and more. Over 20 Mineral County FFA members attended the Northeastern Regional Meeting at Jefferson County High School. Mineral County 4-H team leaders held an overnight camp towards the end of October. The chapter had Winter Career Development Event tryouts. Seven (7) members attended the National FFA convention. Ten (10) additional members received American Degrees. We attended sessions, workshops, a tour, and more. The Mineral County 4-H banquet was held at the beginning of the month. Mineral County FFA will be holding the next Northeastern Regional FFA Meeting this Thursday at Brookdale Farms. Our chapter will be having our monthly meeting this Friday, where we will be making our apple butter to sell. 4-H members in West Virginia attending national 4-H congress have started the countdown until their trip to Atlanta, GA at the end of this month! Fruit and Nut sales end next week.

Kade Suddath: Hampshire County has stayed busy in the past month in both FFA and 4-H. The FFA has sent members to the last Regional FFA Meeting in Jefferson County and plans to send many students to the next one later this week in Mineral County. We also hosted our chapters Halloween Country Style for kids in our community, and we sent 15 members to the National FFA Convention and Expo. We had 1 student get their American Degrees, and Mrs. Moreland got her Honorary Degree. I competed in the Agriscience Fair and got 4th place, and finally our chapter was awarded as a 2-star national chapter! Our 4-H has had the officer training school, and our Hippology team...We are also sending one member to the National 4-H Congress in Atlanta at the end of this month. The FFA is having a chapter meeting next week and is also having a movie and game night later this month!

PVCD DISTRICT REPORT:

Rental Equipment/Repairs –

Billing of Rental Equipment – A motion was made by JW See and seconded by Kent Spencer to void Invoice #4438 to Dan Williams for the Filter Fabric and Spring Tile, since it was never picked up. Motion carried.

AG ENHANCEMENT/CHESAPEAKE BAY PROGRAMS:

Exigency Program – Extend Deadline – A motion was made by JW See and seconded by Kent Spencer to extend the deadline to December 9th. Motion carried.

Frost Seeding Cost Share Rate – A motion was made by Ronald Miller and seconded by JW See to change the cost share rate to 60% up to \$720 (seed bills). Motion carried.

Applications – None

Payments – Lime - ***Thomas Barnes \$2,727.90CS; Swingle Farm – Steven Swingle \$1,699.20CS* - A motion was made by Kent Spencer and seconded by Brian Dayton to approve the payments. Motion carried.

EXIGENCY APPLICATIONS AND PAYMENTS:

Applications

Exigency – Peyton Umstot – Fairview Farms – Watering System- \$500 CS. Timothy S. Wilkins – Cover Crop - \$500.00 CS - A motion was made by Kent Spencer and seconded by David Parker to approve the applications. Motion carried.

Payments

Exigency – none

CREP contracts / payments:

***David Parker - Hampshire County New Contract #11070 15.91 acres \$589.00 CREP Incentive / \$636.00 CBIP*

Edward Morgan - Hampshire County Re-Enrollment #11071 4.6 acres \$0 CREP Incentive / \$184.00 CBIP

Matthew G Hott - Hampshire County Re-Enrollment #11069 3.70 acres \$0 CREP Incentive / \$148.00 CBIP

McCauley Family Farm, LLC - Re-Enrollment #11072 13.60 acres \$0 CREP Incentive / \$544.00 CBIP

George & Steven Hickey - Pendelton County New Contract #11033 3.75 acres \$139.00 CREP Incentive / \$150.00 CBIP

Jeffrey & Teresa Munn - Pendelton County Re-Enrollment #11034 6.27 acres \$0 CREP Incentive / \$251.00 CBIP

Philip S. Halterman - Pendelton County New Contract #11032 10.81 acres \$400.00 CREP Incentive / \$432.00 CBIP

A motion was made by Kent Spencer and seconded by JW See to approve the payments. David Parker abstained. Motion carried.

UPCOMING DATES:

Office Closed – November 27 – 28 for Thanksgiving Holiday

Board Meeting – Tuesday, December 9th at Cheetah B's (Christmas Dinner / Meeting) 6:00pm

There being no further business, the meeting was adjourned at 8:15pm by motion of Kent Spencer and seconded by JW See. Motion carried.

Charlotte R. Hoover
Chairperson

Kent Spencer
Secretary

Dec. 9, 2025
Date

