



# Potomac Valley Conservation District

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## MEETING MINUTES February 10, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, February 10, 2026, at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:03pm by Vice-Chairperson, Ronald Miller.

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

**OTHERS:** WVCA - Justin Cook, Cindy Shreve, Ben Heavner, Erin Coda, Stephen Starcher, Don Whetzel, Leah Aldridge, AS Melissa Shanholtz; PVCD – Grace Engelman; Youth Supervisors - Layla Shreve, Mineral County FFA, Kade Suddath, Hampshire County FFA; NRCS – Erin O’Leary, BJ Haggerty, Skyler Martin, J. Lee Haggerty, Luke Hott, Adam Boner, Lily Byers, ; Guests Kristen Strickler, Scott Curl, Angie Curl.

**MINUTES:** The minutes of the January 13, 2026 Board Meeting were presented for review and approval. **A motion was made by Gerald Sites and seconded by Kent Spencer to approve them as written and distributed. Motion carried.**

The minutes of the January 26, 2026 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 January. **A motion was made by J.W. See and seconded by George Leatherman to approve the Co-Administered, General, and CDO Grant funds reports for January. 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 January. Motion carried.**

### APPROVAL OF INVOICES & PAYMENTS:

Broadway Metal Works – Repairs and Maintenance - \$823.61. **A motion was made by J.W. See and seconded by Kent Spencer to approve the payment of \$823.61 to Broadway Metal Works. Motion carried.**

## CORRESPONDENCE:

WVU Soils Team requesting support for 2026 National Collegiate Soils Contest – Grace confirmed that we have supported this team in the past in the amount of \$250.00. **A motion was made by Kent Spencer and seconded by J.W. See to support the WVU Soils Team in the amount of \$250.00. Motion carried.**

SB631 – Don Whetzel explained the purpose of SB631, which would remove the conservation districts as sponsors of the flood control structures and would place that responsibility into the hands of the conservation agency. Any land that the district owns in connection with the watersheds would also be turned over to the state. The equipment owned by the district to mow and upkeep the watersheds would still be owned by the district. Mowing of the watersheds is undetermined. The president of the senate, Randy Smith, proposed SB631, which is currently in National Resource committee discussion. The conservation agency was not involved in the formulation of SB631. Ronald Miller explained that the cause of this bill may be related to the mining-related damage of a dam in the Northern Panhandle Conservation District. Don explained there was a bond signed by the mining company to cover any damage to the dams but there is dispute between the mining company and the Northern Panhandle Conservation District. Stephen Starcher noted SB631 does not carry any direct reference to Northern Panhandle Conservation District. Don reported that the district would not lose money if this bill were enacted because the watersheds are funded by co-administered funds, which come directly from the state. Charlotte raised the point that the liability for the watersheds would also be placed on the conservation agency instead of the district. Heather Duncan is requesting that the district make a motion or write a letter stating the position of the district to present to the senate. **A motion was made by Ronald Miller and seconded by J.W. See to oppose the bill and send a letter stating the opposition. Motion carried.**

Spring Envirothon – Gerald Sites reported that Lois received a call from Wayne McKeever asking for sponsorship of the training or a place to have it. Discussion was held to determine what level of sponsorship would be required. Cindy Shreve said the Envirothon was previously held at Larenim. Grace Engelman reported that last time the district sponsored the Envirothon, it was a collaboration with Eastern Panhandle District. Kade Suddath contributed information on the needs of the Envirothon space: the space would need access to the outdoors because they will dig a hole to research soil science, watersheds, streams and rivers and the space would be needed for ½ to a full day. J.W. See confirmed that the district has funds for Education and Outreach available. **A motion was made by Ronald Miller and seconded by Kent Spencer to approve funds up to \$1000.00 to support the Envirothon. Motion carried.**

## WATERSHEDS

Lost River Site #4 – JW Wilkins Stream Restoration Project Easement – Skyler Martin reported that she met with Jocelyn, Krista Ayers and Evan Supac to review the plans. They are working to confirm property lines before moving forward.

Lost River Site #4 – Debris Burn – Skyler Martin explained that Rodney Funkhowser called and complained that debris from the pile at Lost River Site #4 spilled onto his land and he would like it burned. Stephen Starcher further explained that Rodney is willing to do the burn, but we would have to enter the MOA process and vet Rodney as a contractor in order to allow Rodney to complete the burn. Ronald Miller asked for more clarification about which pile is being referenced.

Blockage at Welton Park / Gap Bridge – No update.

## Rehabilitation Projects:

New Creek Site #1 – Erin O’Leary reported that Gannet Fleming is planning a kick-off in early March and sub-surface investigations in mid-April.

New Creek Site #17 – Erin O’Leary reported the detail design has been reviewed by NRCS and the conservation agency. The contractor has the agency’s comments to review, and we are waiting for a response from the contractor to work towards final design.

North / South Mill Creek Sites #3 and #4 – Ronald Miller asked Erin O’Leary to explain the reason for the rehab of site #3 so the landowner, Scott Curl, could have a clearer understanding of the request for access. In 2011, Site #3 was reclassified as a High Hazard Dam, which changed how it needed to be analyzed. In 2019, The WV Dam Safety ordered the dam must be brought into compliance. In 2022, requested dam rehab, began the planning phase and received the planning phase funding. In 2025, the task order was awarded to Freese and Nichols. The hope is to finish the planning phase in 12 to 18 months. Currently they are working to put together an investigation plan, which led to the request for access to land owned by Scott Curl. Erin discussed with the landowner the property lines. Scott and Angie Curl requested a private meeting with the district and the family on the requested access points. Ronald Miller will work with them to set up the meeting. Erin also discussed the invoice for Friese and Nichols. Melissa reported we just received the requested expenses from the accountant and would send them over.

Patterson Creek #50 – Fence Repair – Stephen Starcher reported that the fence posts are rotting but the wires are in good shape. Dale Evans believes that the post holes could be replaced without replacing the wire and would be open to completing the work. The MOA for this work was submitted after the January meeting.

#### UNFINISHED BUSINESS

Stricklers – Kristen Strickler reported the district is supposed to meet with the town of Moorefield. Under Kristen’s understanding of the situation, the town of Moorefield is supposed to fund the clean up and the district will complete the work. Kristen stressed that the area needs cleaned out due to overgrown vegetation and sediment that has been compiled over 40 years. Ronald Miller stated that Christy had someone lined up to determine the scope of the work, but they had not contacted the landowner yet. BJ Haggerty reported that he was called up there to observe the catchment area and took pictures of the area to take back to the engineering department. Ronald asked if the landowners have had trouble accessing the property due to high water, to which Kristen replied affirmatively. Charlotte asked Ronald to set up a meeting with Erin Coda, Kristy, Ronald and herself with the town of Moorefield.

Lower Cove Road Property Appraisal – Ronald Miller reported that the district needs to draft a letter for Bruce Hyre Jr. to request his services for the appraisal.

#### UNFINISHED BUSINESS

Watson Float Valve Order – Grace Engelman and John Hicks have discussed items that would be potential additions to carry. Grace mentioned stainless steel chains, washers, and replacement levers. Pan floats have also been highly requested. Discussion was held on switching from the ¾ in. valve to an inch valve. The district gets a dealer discount and can also receive a large order discount. The parts would be distributed at the different district locations. **A motion was made by Kent Spencer and seconded by J.W. See to approve \$2,000.00 toward additional equipment. Motion carried.**

Audit Bids – Don Whetzel reported requests for quotes were sent out with a deadline of March 6<sup>th</sup>. Quotes can be opened and discussed at the March board meeting.

CDO Budget and Personnel Plan – Don Whetzel explained the plan is due by March 1<sup>st</sup>. Don Whetzel amended the CDO budget to more closely account for expenses. Supplemental expenses had a loss of \$11,000 due to the state removing funds for the district assistant position. After June 30<sup>th</sup>, the CDO budget will be reconciled with actual expenses. The personnel plan has not changed from last year. **A motion was made by Kent Spencer and seconded by J.W. See to approve the CDO Budget Report and Personnel Plan. Motion carried.**

## NEW BUSINESS

Century Farm Applications – vetted applications were presented for Joseph Bane (Bane Farm) for a century farm, Dennis & Dale Shepherd for a sestercentennial farm, Glenn Delaplain (Seldom Seen Farm) for a sesquicentennial farm, and Justin Frye (JMF Farm) for a sesquicentennial farm. Grace Engelman reported that there will be one more application for the board meeting. **A motion was made by J.W. See and seconded by Kent Spencer to approve the Century Farm applications for Joseph Bane (Bane Farm), Dennis & Dale Shepherd, Glenn Delaplain (Seldom Seen Farm), and Justin Frye (JMF Farm). Motion carried.**

## Administrative Specialist Report

County Commissioner Meetings – meetings have been set up for Hardy, Mineral and Grant. Erin Coda will provide literature for the supervisors to take. Charlotte requested the information be sent to the NRCS or FSA office to have it printed

We received a tablet in the conservation office through the GLCI project. Erin Coda explained the benefits of this program and equipment being available.

## COMMITTEE REPORTS

## BOARD MEMBER REPORTS

## YOUTH SUPERVISOR REPORTS

Layla Shreve – Mineral County FFA had their January chapter meeting towards the end of the month. This was the welcoming meeting for new and returning members. We are planning on having another chapter meeting on Friday with guest speakers. We are wrapping up the strawberries this week. Ham and bacon trimmings are coming up next week. We are planning on sending kids to the regional line dance at Hampshire next week. For National FFA week, we will be doing handouts and dress-up days for members and gifts for the Vo tech board office and bus garage as well. On the Friday of FFA week, we will be tubing. Our Ham, Bacon and Egg sale will be held on March 12<sup>th</sup>. DE's are training for competition at the end of March. Mineral County 4-H members have received project books and are attending monthly meetings. Ava Duckworth and I have given reports on our National Congress trip to the Rotary and the Ruritan. Teen Leaders held camp planning and chose this year's camp theme. I am planning on attending Ag and Conservation Day at the Capital next Wednesday.

J.W. See requested that the board give a blessing to Layla in support of her representing us at Ag Day at the Capitol. **A motion was made by J.W. See and seconded by Ronald Miller to support Layla in her representation at Ag Day. Motion carried.**

Kade Suddath – Good evening! The Hampshire County FFA chapter is working on many upcoming events. This Friday, we are having our first planning committee meeting for new ideas of events. On the 20<sup>th</sup>, we are hosting our regional karaoke/line dancing night to kick off National FFA Week! We will start the week by all going to church the Sunday before that week, and we have planned numerous speakers, games, and other activities for members of our chapter for the rest of the week. We will be having our chapter meeting on Wednesday, and our greenhand and chapter degree ceremony Thursday to celebrate the work of our members. To end the week, we are hosting a movie and game night with food and snacks! Finally, Hampshire County 4H Teen Leaders have their first camp planning meeting later this month! Thanks!

## PVCD District Report

Rental Equipment / Repairs – Ronald Miller reported that Crusters have needed repairs. Grace Engelman stated that there have been problems with producers not cleaning the Crusters before returning them. The new rental agreements are being prepared, and Grace will send them out tomorrow. Ronald informed the board that one Haybuster needs to be replaced and asked for authorization to explore the cost of a new Haybuster. **A motion was made by J.W. See and seconded by Kent Spencer to authorize Ronald Miller to investigate the cost of a new Haybuster. Motion carried.**

Billing of Rental Equipment – Discussion was held about raising the rental fee for the Crusters. The proposed rental increase was anything over 600ft. should be billed at \$250.00, 400ft to 600ft should be billed at \$200.00 and 400ft and below should be billed at \$150.00. **A motion was made by Kent Spencer and seconded by J.W. See to approve the rental rate increase on Crusters. Motion carried.**

## AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook recommended that the Exigency Program be extended to the next board meeting and have all receipts turned in. He explained that the drought monitor will likely change due to melting snow. **A motion was made by J.W. See and seconded by Kent Spencer to extend the exigency program to the next board meeting. Motion carried.**

AgEP Meeting – Justin Cook requested to meet an hour before the April board meeting to discuss FY27 programs.

## APPLICATIONS

**Frost Seeding:** *W.C. Taylor \$720.00CS.*

**Summer Annual Approval Change:** *Kenneth Harper \$250.20CS*

**A motion was made by J.W. See and seconded by Kent Spencer to approve the above application and amendment. Motion carried.**

## PAYMENTS

**Frost Seeding:** *Timber Ridge Cattle and Produce \$518.40CS*

**Cover Crop:** *Mark A. Taylor \$1,560.00CS; W.C. Taylor \$1,830.00CS; Bill Waddy \$805.00CS; Thomas Kimble \$400.00CS; Reed Williams \$1,335.00CS; Fairview Farms – Robert M. Moran \$2,500.00CS; Fairview Farms – Robert L. Moran \$2,500.00CS; Glenn Mathias \$2,500.00CS; A+B Livestock – Amy Batson \$1,000.00; \*George T. Leatherman III \$500.00CS; Craig Crites \$1,000.00CS; Nicole Fansler \$810.00CS; J and L Farm Inc. – Lisa Basye \$1,600.00CS; \*James W. See III \$887.00CS; Dream Lake Farm LLC \$1,945.00CS; Hillbilly Acres Farm Inc. – Judy Fansler \$2,157.50CS; River Bridge Farm Inc. – Todd Fansler \$2,157.50CS; Jeremy Oates \$2,400.00CS; \*Amelia G. Engelman \$222.50CS; Dennis A. Funk \$2,500.00CS; Conrad Farms \$2,500.00CS; Kenneth Harper \$760.00CS*

**A motion was made by Kent Spencer and seconded by Brian Dayton to approve the above payments. George Leatherman III and J.W. See abstained. Motion carried.**

Ronald Miller cautioned the board against approving a large number of applications and draining back-up funding, which could impact approval of applications down the line.

## **Exigency Applications and Payments**

## APPLICATIONS

## PAYMENTS

**Mudlick Run Project:**  
**Conservation Agreements:**  
**Farm Plans / Conservation Plans:**  
**CREP contracts / payments:**

**Agency Reports:**

WVCA – *Don Whetzel*: The Conservation Farmer of the Year – the districts winners are due by mid-June. Begin considering nominees. Hope Yankee will be at the capitol to be recognized at Ag Day. The quarterly meeting of the WVACD will be held on February 17<sup>th</sup>.

*Erin Coda*: Discussed the advantages of the GLCI tablet and how the application works.

NRCS – *Lee Haggerty*: NRCS is deep into ranking and assessing applications for the spring. Over 180 applications between Hampshire and Mineral counties.

*Skylar Martin*: Working on round one applications for FY26.

**Public Comment:**

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

**Upcoming Activities / Dates:**

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

\*D – Discussion \*M – Motion

*Charlotte R. Hoover*

Chairperson

*March 10, 2026*

Date

*Kent Spencer*

Secretary