



Potomac Valley Conservation District

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MEETING MINUTES March 10, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, March 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 7:06 pm by Chairperson Charlotte Hoover.

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

OTHERS: WVCA - Justin Cook, Ben Heavner, Erin Coda, Don Whetzel, Leah Aldridge, AS Melissa Shanholtz; PVCD – Grace Engelman, Roger Sites; 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, Lily Byers, Sarah Taylor-Goldizen, Shawn Weatherholtz, Christi Hicks, Andy Deichert; FSA – Andrea Landis; Guests Kristen Strickler, Scott Curl, Angie Curl.

MINUTES: The minutes of the February 10, 2026 Board Meeting were presented for review and approval. **A motion was made by J.W. See and seconded by George Leatherman 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 February. **A motion was made by Kent Spencer and seconded by Gerald Sites to approve the Co-Administered, General, and CDO Grant funds reports for February. 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 February. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

Watson Float Valves – \$2,047.80. **A motion was made by J.W. See and seconded by Kent Spencer to approve the payment of \$2,047.80 to Watson Float Valves. Motion carried.**

Board of Risk and Insurance Management - \$4,020.00. **A motion was made by Kent Spencer and seconded by J.W. See to approve the payment of \$4,020.00 to Board of Risk and Insurance Management. Motion carried.**

Adams County Nursery – Tree Sale - \$3,119.19. **A motion was made by J.W. See and seconded by Kent Spencer to approve the payment of \$3,119.19 to Adams County Nursery. Motion carried.**

Pikes Peak Nursery – Tree Sale - \$3,368.40. **A motion was made by Kent Spencer and seconded by J.W. See to approve the payment of \$3,368.40 to Pikes Peak Nursery. Motion carried.**

Wyndham Hotel – Lodging for Peyton Umstot/Bay in the Balance - \$135.42. **A motion was made by Ronald Miller and seconded by Kent Spencer to approve the payment of \$135.42 to Peyton Umstot. Motion carried.**

Visa – Breezeline/Office Supplies/Postage - \$1,035.78. **A motion was made by J.W. See and seconded by Kent Spencer to approve the payment of \$1,035.78 to Visa. Motion carried.**

CORRESPONDENCE:

East Hardy FFA and Moorefield High School requesting Envirothon Sponsorship – discussion was held on how much should be contributed to the Envirothon teams. Charlotte Hoover advised that the board authorized \$500.00 per team in 2025. Per the request breakdown provided by Moorefield High School, the requested amount rose to \$608.25. J.W. See suggested that the sponsorship be raised to \$600.00 for the 2026 Envirothon. **A motion was made by J.W. See and seconded by Brian Dayton to approve the sponsorship of East Hardy FFA and Moorefield High School up to \$600.00. Motion carried.**

WV DEP/WVCA Sensor Project – Don Whetzel reported that the DEP is requesting to install air sensors in each county for data collection purposes. The project would be cost-free because it is funded by a grant. Ronald Miller suggested several potential locations. Don explained that the specifics did not need to be finalized immediately. The board decided to table the decision.

Envirothon training at Cacapon – Erin Coda provided the time and location of the Envirothon training and advised the board members that they would be welcome to attend.

SB 894/HB 5364 – Don Whetzel reported that SB 894 passed and was sent to the House, where it was in the Government Organization committee. HB 5364 passed the House and was sent to the Senate. HB 5364 did not originally include language including the conservation districts, but that verbiage was added during the second reading. Don’s understanding was that if HB 5364 is passed by the Senate, the bill would still need to return to the House to be passed with the amended language. Charlotte Hoover questioned what the effect would be if the bills passed. Don advised that the districts would no longer be sponsors of the dams and the responsibility, as well as all land and funds associated, would transfer to the WVCA. There were questions regarding the mowing of the dams, but Don reported that it is currently unknown. Discussion continued about what work would be entailed by the transfer. Gerald Sites shared his intention to reach out to Randy Smith and register his disagreement with the bills.

New Creek Site 1/GFT – Erin O’Leary explained that GFT had a list of questions that would need to be considered by the district for the rehabilitation project. Question 1 regarded the potential acquisition of Parcel No. 3. Discussion was held regarding whether an appraisal had been done on that property. Don Whetzel reported that the last instruction was that it would be handled through the State Real Estate division. Question 2 regarded geotechnical borings proposed for April 2026. The proposed borings are on land that is privately held and GFT needs guidance on if the borings would be able to proceed. Erin questioned if the board would be able to get permission from the landowners. Charlotte Hoover questioned how we would proceed with that permission and Ronald Miller advised sending a letter to the landowners. **A motion was made by Ronald Miller and seconded by J.W. See to send a letter to the landowner requesting permission to drill two bore holes. Motion carried.**

South Fork Floodway Survey – Don Whetzel reported that the NRCS is planning surveys on the floodway and a letter will need to be sent to the landowners to inform them. The work is planned between March 17th and

April 17th. **A motion was made by J.W. See and seconded by Kent Spencer to send the notification letter. Motion carried.**

WATERSHEDS

Lost River Site #4 – JW Wilkins Stream Restoration Project Easement – Sarah Taylor-Goldizen reported that drawings will be sent to Christi for approval. The engineer was able to make changes, and the work will be on JW Wilkins property.

Lost River Site #4 – Gerald Sites reported that Chuck Scott would complete the work if the brush could be removed. Charlotte Hoover added that the Department of Highways was part of the delay because they did not want to participate in the brush removal. Discussion was held on what the next step would be. **A motion was made by Gerald Sites and seconded by J.W. See to send a letter to the Hardy and Grant county commissions and state governor to request assistance. Motion carried.**

Blockage at Welton Park / Gap Bridge –

Rehabilitation Projects:

New Creek Site #1 – Erin O’Leary reported that GFT is requesting advanced invoicing permission for barge mobilization for the bore holes. **A motion was made by Ronald Miller and seconded by J.W. See to approve advanced invoicing for the barge mobilization. Motion carried.**

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New Creek Site #17 – Erin O’Leary reported they are still working through the design.

North / South Mill Creek Sites #3 and #4 – Erin O’Leary reported the scoping meetings are set for May 5th and the field investigation plan is in progress. The team met with the Curl’s on their property regarding the borrow area. The Curl’s were uncomfortable with the borrow area but suggested an area downstream or on an adjacent property. Scott Curl reported that he was pleased with the meeting today and feels that we will be able to move forward productively. **A motion was made by Kent Spencer and seconded by J.W. See to send a letter to the Curl’s if the AE will proceed with the secondary bore hole location. Motion carried.** A public meeting will be held May 5th from 6-7pm at the Dorcas Community Center in Petersburg. A letter was drafted to be posted informing the public of the meeting. **A motion was made by J.W. See and seconded by Kent Spencer to approve the draft letter. Motion carried.**

Patterson Creek #50 – Don Whetzel reported that is in process with state purchasing.

UNFINISHED BUSINESS

Stricklers – Kristen Strickler reported the district is supposed to meet with the town of Moorefield and offered to facilitate the meeting if necessary. Christi Hicks and Ronald Miller reported they have met with the Town of Moorefield once. Further meetings have been put on hold pending legislation.

Lower Cove Road Property Appraisal – Don Whetzel reported that Bruce ‘Icky’ Hyre was contacted for the appraisal and accepted the work. However, that has been put on hold pending legislation.

UNFINISHED BUSINESS

Audit Bids – Don Whetzel reported requests for quotes were sent out with a deadline of March 6th but none have been received. Don will send out an inquiry to the audit firms to see if they are going to submit bids. **A motion was made by J.W. See and seconded by George Leatherman to table the audit bids until the April meeting. Motion carried.**

NEW BUSINESS

Century Farm Applications – a vetted application was submitted by LaCindy Orndorff for a Century Farm. **A motion was made by J.W. See and seconded by Kent Spencer to approve the Century Farm application for LaCindy Orndorff.**

Administrative Specialist Report

Hope Yankee wanted to extend her thanks to the board for the opportunity and sponsorship to travel to Ag Day and be recognized on the Senate floor. She said it was a wonderful experience. Don Whetzel added that Hope and her nephew enjoyed Ag Day and shared that there are pictures on the WV capitol website.

COMMITTEE REPORTS

Conservation Farmer – Charlotte Hoover advised that the date is approaching and asked for suggestions. The nominations are due by June 15th.

J.W. See reported Emily is in Young Farmers and Ranchers and needs someone from the district, FSA and NRCS to call in to a zoom meeting to provide information for the group.

BOARD MEMBER REPORTS

YOUTH SUPERVISOR REPORTS

Layla Shreve – The Mineral County FFA Chapter wrapped up strawberry sales. We held a February chapter meeting. Around 15 members attended the regional line dance at Hampshire County High School. We celebrated National FFA week with an Alumni and Supporters coloring contest, daily handouts, and dress up days. We held a March chapter meeting with a guest speaker that spoke on agriculture across the globe. Today we had our Ham Bacon and Egg show. Thursday, we will have the auction. The following days after the auction, we will be slicing the meat and distributing to our buyers. We will begin Beef Expo Practices next week. At the end of the month, we are sending entomology, vet science, ag sales, and ag mechanics teams to compete in career development events. 4Hers are getting trained in the Health Rocks program and are planning education days at local schools. I attended Ag and Conservation Day at the capitol.

Kade Suddath – The Hampshire County FFA Chapter is preparing for various events and competitions. We have 2 teams heading to the state CDE competitions later this month, and we have 2 members submitting their projects to states. We had a great week during National FFA week, and we had many speakers and even 2 state FFA officers William Waddy V and Myah Swinger. Our strawberry fundraiser went well. Out Ham Bacon Egg sale is

this Saturday, and we are preparing for it this week. Our Thaw Out Bash is coming soon at the end of this month on the 28th, and on the 23rd we are having our Easter Mania for kids in our community. Finally, we have a hippology team for the first time in our chapter history! Thanks!

PVCD District Report

Rental Equipment / Repairs – One cruster has a malfunctioning hydraulic pump, which John Hicks is researching a replacement for. Grace Engelman reported that spreaders and drills are beginning to go out. Ronald Miller will be getting a price on a new hay buster. Discussion was held on the mowing crew.

Billing of Rental Equipment – Grace shared that there have not been complaints about the increased rental rates.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook explained that the Potomac Valley Conservation District is still in Drought Level 1 and recommended that the exigency program be extended to the April board meeting. **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.**

Chesapeake Bay Program Fence & Water Sign-Up Period – Justin recommended opening the sign-up period from March 11th – March 20th. **A motion was made by J.W. See and seconded by Brian Dayton to open the sign-up period from March 11th – March 20th. Motion carried.**

APPLICATIONS

PAYMENTS

Litter Transfer: Robert R. Williams \$2,500.00CS

Urban Agriculture: Robin Kuykendall \$86.00CS

Frost Seeding: Bonnie View Farm LLC \$685.53CS

Invasive Species: Justin & Maggie Frye – JMF Farm LLC \$500.00CS

Cover Crop: Douglas Crites \$1,805.00CS; Isaiah Smith \$2,005.00CS; Zachary B. Smith \$2,270.00CS; Douglas Wimer \$2,005.00CS; Brent Titus \$1,500.00CS; Brett Fansler \$670.00CS; Jesse Mace – Rivers Edge Farm \$1,650.00CS; Charles Armentrout \$1,250.00CS; Washington Bottom Farm – Ridgedale LLC \$750.00CS; William C. Martin – Lovers Lane Farm \$2,500.00CS; James L. Martin – Lovers Lane Farm \$2,500.00CS; Rodney Funkhouser – Rolling Hills Farms + Livestock LLC \$1,250.00CS; Marsha Knott \$1,200.00CS; Mark Fansler \$285.00CS; William Woodworth \$1,135.00CS; Richard Woodworth \$1,965.00CS; Ervin Wilkins \$2,215.00CS; DelRay Wilkins \$785.00CS; Randy Branson \$1,750.00CS; Rodney Branson \$2,415.00CS; Andrew J. Mathias \$2,500.00CS; Carol Webb – MJW Farm \$100.00CS; Hott's Farming \$2,500.00CS; KSB Farms LLC \$1,889.50CS; Donald Mallow \$2,050.00CS; Fred Mallow \$2,000.00CS; Mallow Farms LLC \$2,500.00CS; Roy Hedrick \$1,350.00CS; Nathan Griffin \$400.00CS; Terry Bennett \$1,000.00CS; Raymond E. Phares \$1,850.00CS; Dale P. Johnson \$200.00CS; Jeff Heavner \$2,500.00CS; John Heavner \$1,700.00CS; Helen Heavner \$2,500.00CS; William Brooke – Brookedale Holsteins \$2,500.00CS; John McCoy \$1,485.00CS

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

Exigency Applications and Payments

APPLICATIONS

PAYMENTS

Peyton Umstot – Fairview Farm \$275.16CS

A motion was made by J.W. See and seconded by George Leatherman to approve the above payment. Motion carried.

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

PVCD - Grace Engelman: The tree sale was completed last Monday. There were 72 orders, for a total of 3,800 regular trees and 348 fruit trees. The orders will be packed April 2nd starting at 9am and pick-up is April 3rd between 8:30am and 2:00pm. Brian Dayton and John Hicks will pick up the trees from the nursery. Grace also reported that she accepted a part-time position through the FSA but would still be available to work with the district. The board approved keeping Grace in a more limited capacity.

WVCA – Justin: Ag Enhancement meeting April 14th at 6pm. Justin was able to attend the Bay in the Balance conference with Peyton Umstot. He reported it was a productive conference. Grace added that Peyton had very positive feedback about his interactions with the district.

Erin Code: The Envirothon training is a joint effort with Eastern Pan. There are 6 teams attending, as well as several instructors and event coordinators. The training will be held March 16th at Cacapon State Park in Berkeley Springs. If any board members want to attend to represent the district, just let her know.

Ben Heavner: Field Day will be held Thursday, May 14th from 6-8pm at Ronnie’s house in Lost River. RSVP by May 7th. Ronald Miller added that one suggested door prize will be a week rental with the manure spreader.

Don Whetzel: PVCD is hosting the Eastern Area Meeting on April 6th, which is typically headlined by Lois Carr. Gerald Sites will talk to Lois and see if she is able to plan that.

NRCS – Lee Haggerty: Deep into assessments and rankings for eligible applications – received around 150-160 applications.

B.J. Haggerty: Appalachian Grazing Conference is coming up. It will be held in Wardensville on April 30, Lewisburg on May 1st and Point Pleasant on May 2nd. It provides excellent information, especially for young students. Students from 4H and FFA have free entry. Charlotte requested information to be included for the next board meeting. Erin Coda added that she will be at the event as well, through the GLCI grant.

Andy Deichert: Congratulated PVCD on the great work they are doing, regardless of how the legislation ends

FSA – Andrea Landis: A third drought payment went out for 23 and 24. LIP for reporting any livestock losses from Winter Storm Fern is still ongoing. The deadline for Farmers Bridge Assistance is April 17th. Signup for NAP, which is insurance for pastureland, ends March 16. ECP, emergency conservation practice, is ongoing until we are out of drought.

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 8:37pm.

Upcoming Activities / Dates:

Tree Sale – April 2nd @ 9:00am

Agricultural Enhancement Committee Meeting – April 14th @ 6:00pm

Field Day – May 14th from 6:00-8:00pm

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

*D – Discussion *M – Motion

Charlotte R. Hoover

Chairperson

Kent Spencer

Secretary

April 14, 2026

Date

