



# Potomac Valley Conservation District

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## MEETING MINUTES

April 14, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, April 14, 2026, at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:05 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 and Paul Clayton (Associate Supervisor).

**OTHERS:** WVCA - Justin Cook, Ben Heavner, Don Whetzel, Leah Aldridge, AS Melissa Shanholtz; PVCD –Roger Sites; Youth Supervisors - Layla Shreve, Mineral County FFA, Kade Suddath, Hampshire County FFA; NRCS – Erin O’Leary, Lee Haggerty, Sarah Taylor-Goldizen, Lillian Byars, Shawna Weatherholtz; FSA – Andrea Landis.

**MINUTES:** The minutes of the March 10, 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 March. **A motion was made by J.W. See and seconded by Kent Spencer 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 Lois Carr to approve payment to Adam Carlin in the amount of \$525.00 for bookkeeping services in February. Motion carried.**

### APPROVAL OF INVOICES & PAYMENTS:

Post Equipment – (Kuhn Manure Spreader) - \$739.63. **A motion was made by Lois Carr and seconded by Kent Spencer to approve payment to Post Equipment in the amount of \$739.63. Motion carried.**

### CORRESPONDENCE:

West Virginia State Conservation Camp Sponsorship Invitation – J.W. See discussed that the board has sponsored this in the past and if Potomac Valley District did not have a student candidate, the board has sponsored one from another district. **A motion was made by J.W. See and seconded by Lois Carr to sponsor one student, without restriction on district. Motion carried.**

Hampshire High School requested Envirothon Sponsorship – J.W. See reported that because the deadline was approaching, he gave pre-authorization to cut the sponsorship check. **A motion was made by J.W. See and seconded by Kent Spencer to approve the sponsorship of Hampshire High School in the amount of \$600.00. Motion carried.**

Mayor of Ridgeley called regarding the PVCD plaque on the town sign – Melissa advised that the Mayor of Ridgeley called the district office and informed us that Ridgeley is installing a new town sign. The district had a plaque on the previous town sign, but they did not want to place it on the new town sign because the plaque is very worn. Discussion was held regarding replacing the sign. **A motion was made by Lois Carr and seconded by George Leatherman to replace the plaque on the Ridgeley town sign. Motion carried.**

## WATERSHEDS

Lost River Site #4 – JW Wilkins Stream Restoration Project Easement – Sarah Taylor-Goldizen reported that all of the work will be on JW Wilkins section and will not require further discussion.

Blockage at Welton Park/Gap Bridge – Gerald Sites advised that the blockage should be removed from the agenda.

### Rehabilitation Projects:

New Creek Site #1 – Erin O’Leary advised that there are two documents requiring J.W. See’s signature. Gannet Fleming will be meeting with the conservation agency and NRCS on the 16<sup>th</sup> to discuss the path forward.

New Creek Site #17 – Erin O’Leary reported that the AE firm is working on the final design.

North / South Mill Creek Sites #3 and #4 – Erin O’Leary reported that two SF-270’s will need signature for reimbursement requests. Field work will start with surveys and wetlands the week of April 20<sup>th</sup> and geologic investigations beginning the week of April 27<sup>th</sup>. The public meeting is upcoming on May 5<sup>th</sup>. Melissa advised that many of the public meeting letters have been returned for incorrect address. Erin O’Leary also advised that the advance funds need to be spent or repaid by July 1<sup>st</sup>.

Patterson Creek #50 – Fence Repair – No discussion.

## UNFINISHED BUSINESS

Stricklers – Ronnie Miller shared that even though the watersheds will be removed from the district’s responsibilities, he feels that the district should still make an effort to meet with the Town of Moorefield, given the commitment of the Strickler’s. Ronnie will set up the meeting after he receives a report from NRCS. Discussion was held regarding removal of sponsorships. **A motion was made by Lois and seconded by Kent Spencer to set up a meeting with the town of Moorefield regarding the Strickler property. Motion carried.**

Lower Cove Road Property Appraisal – Ronnie Miller advised that this will be taken over by the state agency and can be removed from the agenda.

Audit Bids – Melissa advised that the district received one bid from Suttle & Stalnaker. Charlotte Hoover reviewed the bid of \$10,000.00 with the board. The board shared their concerns that the bid was almost double what was paid previously. Don Whetzel reported that \$10,000.00 is notably higher than the bids the other districts have received as well. Lois Carr and Gerald Sites advised there is an accountant in Petersburg that does perform audits. Discussion was held regarding steps moving forward. J.W. See offered to call the Suttle & Stalnaker firm to question the price increase. Gerald Sites asked Melissa to contact Alexander consulting firm in Petersburg regarding interest in the audit as well. **A motion was made by J.W. See and seconded by Ronnie Miller to table the audit bid for the May 11<sup>th</sup> board meeting. Motion carried.**

## NEW BUSINESS

South Fork Emergency Action Plans – **A motion was made by J.W. See and seconded by Kent Spencer and Lois Carr to sign the South Fork Emergency Action Plans. Motion carried.**

GFT Invoice – Erin O’Leary advised that this invoice is subject to change depending on what decisions are made at the meeting on Thursday. **A motion was made by J.W. See and seconded by Kent Spencer to table any action on this invoice. Motion carried.**

Freese and Nichols Invoice – Erin O’Leary advised that this is the reimbursement invoice from January and February. **A motion was made by J.W. See and seconded by Kent Spencer to accept the invoice sent by Freese and Nichols. Motion carried.**

FFA Land Judging Contest – Don Whetzel reported that there was a change in the process, with the district being placed in the coordinator role. Discussion was held on what this would entail. **A motion was made by J.W. See and seconded by Lois Carr to support the process change and get more details. Motion carried.**

North Fork Meeting – Lois Carr reported on the meeting content. April 22<sup>nd</sup> and 23<sup>rd</sup>, the quarterly meeting will be held in Martinsburg at the Hilton Garden Inn. The grants for Julie, Vanta Coda and Heather Duncan’s positions end as of June 30<sup>th</sup>. All grants will be on hold until the NRCS investigation is closed. A final decision regarding the work crews for the dams has not been made. All dollars for the grazing conference must be spent by May 1<sup>st</sup> of 2026. There was discussion at the North Fork Meeting regarding making all WVACD meetings virtual. The Conservation Farm candidate will need to be decided by June 16<sup>th</sup>. Discussion was held if there are any candidates currently.

LOR 16358 – FY26 Q4 District Support Allotment - \$16, 691.00 – **A motion was made by J.W. See and seconded by Lois Carr to approve and sign LOR 16358. Motion carried.**

Acquiring Dates for a Local Work Group Meeting for PVCD – Lee Haggerty reported the deadline to set up a local work group is the end of June. Potential dates were discussed. **A motion was made by J.W. See and seconded by Lois Carr to set the Local Work Group Meeting for June 4<sup>th</sup>. Motion carried.**

Donation of Spreader Rental for May Agriculture Meeting – Ronnie Miller reported that field day will be held on May 14<sup>th</sup> from 6-8pm at his farm and he would like to offer a door prize of a week’s rental of the spreader, with half of the cost carried by the board and half carried by NRCS. **A motion was made by Kent Spencer and seconded by Lois Carr to approve the Spreader door prize. Motion carried.** Charlotte Hoover questioned if refreshments need to be provided. **A motion was made by J.W. See and seconded by Kent Spencer to approve up to \$700.00 for refreshments for field day. Motion carried.**

District Newsletter – Justin Cook reported that the district newsletter will be going out by the end of the week.

## Administrative Specialist Report

May Board Meeting Date – Melissa reported that the office will be closed on May 12<sup>th</sup> due to primary election day, which would conflict with the board meeting date. The decision was made to change the board meeting to May 11<sup>th</sup>.

Delivery of Outstanding Checks – Melissa reported that District Fiscal is working on remediating outstanding checks. Discussion was held over delivery of new checks vs. requiring the cooperator to pick up at the district office.

## COMMITTEE REPORTS

### BOARD MEMBER REPORTS

#### YOUTH SUPERVISOR REPORTS

Layla Shreve – The Mineral County FFA chapter has been busy this past month. We held our Ham, Bacon and Egg Auction the second week of March. Towards the end of March, we had 4 teams compete in CDE's in Morgantown. The Ag Mechanics team placed 10<sup>th</sup>, Vet Science placed 7<sup>th</sup>, Ag Sales placed 5<sup>th</sup>, and Entomology placed 4<sup>th</sup>, with my brother and I placed in the top 10 individual. At the beginning of April, we had our monthly chapter meeting. Last Friday, we had 3 teams compete in the Beef Expo Competition. Two of the teams placed top 10, and 2 individuals in the top 20 out of 215 individual. We are having a sales reward tomorrow. Leadership Development Event practices are starting this week. We will be opening the greenhouse next Tuesday. We have multiple members participating in Tractor Driving next Thursday. And we are preparing for our banquet that is at the beginning of May. We have 2 4-H members at the National 4-H Conference in Washington DC. Members are planning 4-H Camp as well as classes we will be teaching at local schools.

Kade Suddath – Recently, the Hampshire County FFA has sent three teams to the winter CDE's that were rescheduled from January. Our Ag Mechanics team won 3<sup>rd</sup> place in the state and one of our members earned the top ten. We are also starting preparation for our Banquet in May and we had our Thaw Out Bash, which was very successful! We also have 2 members going to the Agriscience Fair Competition on May 1<sup>st</sup>. In the 4-H, we have our members getting their fair animals for the county and state fair, and the Teen Leaders have been holding meetings to prepare for 4-H camp in June! We also hired a new extension agent, Mrs. Susan Carrol. We sent 6 members to Jacksons Mill for the Archery competition, where 2 earned first place, and one member won second place. Finally, we just finished a fundraiser for air conditioning in the Hampshire County 4-H building at the fair. Thank you.

#### PVCD District Report

Rental Equipment / Repairs – Ronnie Miller reported the rentals have been busy and John Hicks has replaced several bearings on the crusher. The Kuhn Spreader has required consistent repairs and may need replacement. Ronnie will look into pricing and bring the information back to the board. Ronnie Miller also reported that the work crew has been asking if they will be working or not. Don Whetzel answered that the agency is in the process of determining next steps for the work crew. Discussion was held regarding HB5364 and the turnover to the agency. J.W. See will inform FNB that the co-administered fund will be removed from the bank and turned over to the agency.

Billing of Rental Equipment – No updates.

#### 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 May board meeting. On July 1<sup>st</sup>, the cost share will increase from \$500.00 to \$750.00.

Ag Enhancement Committee Report – Justin Cook communicated the decisions formed in the AgEP Committee meeting. Frost Seeding - for FY27 will be completed by March 15<sup>th</sup>, 2027, and all receipts will be due by March 26, 2027. The committee discussed dropping concrete heavy use pads and summer annuals from the programs that the district participates in.

Urban Ag – changes discussed were adoption of a soil practice for raised beds and allowing Urban Ag applicants to enroll in two practices. In addition, the cost share will be raised from \$250.00 to \$500.00.  
Invasive Species – The cost share structure was changed to 75% of \$750.00. Drone spraying is an accepted method.  
Sign-ups – Summer sign-up will be June 15<sup>th</sup> to July 17<sup>th</sup>. Winter sign-up will be November 30<sup>th</sup> to December 18<sup>th</sup>.  
Proposed policy change – Discussion was held regarding adding a 90-day clause to Program Non-Completion. If a cooperator gave notice that they were unable to finish the practice or were withdrawing before 90 days to the practice end, the cooperator would be eligible to re-apply in the next fiscal year. If a cooperator gave notice within the 90-day completion window, they would not be eligible to re-apply in the next fiscal year. **A motion was made by J.W. See and seconded by Lois Carr to accept the proposed committee recommendations. Motion carried. A motion was made by J.W. See and seconded by Lois Carr for Charlotte Hoover to sign the FY27 Agreement Cover Page. Motion carried.**

Charlotte Hoover reported she received a call from Larry Smith regarding the seed mixture that caused ineligibility. Justin Cook explained that the seed mixture did not contain clover and the program guidelines required legumes. The recommendation was made for Mr. Smith to send in a waiver to request re-eligibility for FY27.

#### APPLICATIONS

**Chesapeake Bay Fence/Water** – Douglas R. Carr\* \$8,000.00CS; Bonnie View Farm LLC\*\$8,000.00CS; Robert R. Williams \$8,000.00CS; Jimmy C. Wright Sr. \$8,000.00CS; Triangle T Farm LLC \$8,000.00CS

Justin Cook explained that funding was available to cover 5 applications and presented the ranking scores. **A motion was made by Ronald Miller and seconded by Kent Spencer to approve the applications with the highest ranking scores, Douglas R. Carr, Bonnie View Farm LLC, Robert R. Williams, Jimmy C. Wright Sr., and Triangle T Farm LLC. Motion carried. Lois Carr abstained.**

#### PAYMENTS

**Frost Seeding:** Gerald Sites\* \$720.00 CS; Stephan Cremann \$569.40CS; Tammy L. Evans \$235.47CS; Michael W. Taylor \$421.47CS; James Martin – Lovers Lane Farm \$531.60CS; William Martin – Lovers Lane Farm \$531.60CS; Tim Goldizen \$720.00CS; Joseph M. Alexander \$569.40CS; Roger Kitzmiller \$720.00CS; Carl Kimble Jr. \$320.99CS; Dennis Rogers \$573.27CS; William H. Taylor \$421.47CS; Isaiah Smith \$558.30CS; John Daniel Rogers \$573.27CS; Robert Eric Hudgins \$203.38CS; Jerod Hall \$720.00CS; Charlotte Hoover\* \$720.00CS; Viola Riggleman\$654.00CS; Zachary Smith \$558.30CS; Brent Titus – Little Rock Farm \$720.00CS; Roger W. Lewis \$442.80CS; HL Wilson II \$509.98CS; Justin & Maggie Frye – JMF LLC \$720.00CS; W.C. Taylor \$720.00CS; Eugene E. Sites Jr. – Sites Homestead Farm \$574.56CS; Gary Mongold \$143.72CS; Zachary W. Ayers \$470.04CS; Little Em Cattle Co. \$716.73CS; Brad Heavener \$73.80CS; Hollis Ours \$154.16CS

**Cover Crop:** Ryan Miller \$2,500.00CS; Samuel I. Williams \$1,685.00CS; Kelly S. Williams \$1,025.00CS

**Invasive Species:** Donald Whetzel \$322.50CS

**A motion was made by Lois Carr and seconded by Brian Dayton to approve the above payments. Motion carried. Charlotte Hoover and Gerald Sites abstained.**

### **Exigency Applications and Payments**

#### APPLICATIONS

#### PAYMENTS

#### **Mudlick Run Project:**

**Conservation Agreements:  
Farm Plans / Conservation Plans:  
CREP contracts / payments:**

**Agency Reports:**

WVCA – Justin Cook – Newsletter will be issued this week. May 29<sup>th</sup> is the completion date to AgEP. AgEP sign-up will be from June 15<sup>th</sup> to July 17<sup>th</sup>.

Don Whetzel – Eastern Panhandle district is selling their pick-up truck.

FSA – Andrea Landis – Beginning July 15<sup>th</sup>, there is a change in drought requirements, going from eight weeks to four weeks.

NRCS – Erin O’Leary – the SF forms require amendment and will be addressed.

Sarah Taylor Goldizen – The Strickler report is completed. NRCS has been working on assessments for funding for FY2026, finishing early May.

Lee Haggerty – Assessments and rankings are ongoing. A report from Brandon Duckworth is included in the packet. Discussion about Conservation Farm.

**Public Comment:**

There being no further business, a motion to adjourn was made by Kent Spencer and seconded by George Leatherman. Motion passed. Meeting adjourned at 8:26pm.

**Upcoming Activities / Dates:**

Primary Election Day – May 12<sup>th</sup> – Office closed

Field Day – May 14<sup>th</sup> from 6:00-8:00pm

Memorial Day – May 25<sup>th</sup> – Office closed

Local Work Group Meeting – June 4<sup>th</sup>

**Next Board Meeting: Monday, May 11<sup>th</sup>, 2026 @ 7:00 pm**

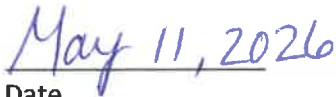
\*D – Discussion \*M – Motion



Chairperson



Secretary



Date