



Potomac Valley Conservation District

500 East Main Street, Suite F
Romney, WV 26757
(304) 822 - 5174



MEETING MINUTES

July 14, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, July 14th, 2026, at Farm Credit in Moorefield. The meeting was opened with prayer and the pledge of allegiance. The meeting was called to order at 7:02 pm by Chairperson Charlotte Hoover.

SUPERVISORS: Charlotte Hoover, Ronald Miller, J.W. See, George Leatherman, Glenn Delaplain, Kent Spencer, Derrick Spencer, Lois Carr, and Paul Clayton (Associate Supervisor).

OTHERS: WVCA - Ben Heavner, Justin Cook, Leah Aldridge, Don Whetzel, Erin Coda, AS Melissa Shanholtz; PVCD – Grace Engelman; Youth Supervisors – Layla Shreve; NRCS – Lee Haggerty, Shawna Weatherholtz, Sarah Taylor-Goldizen, Mikenze Metcalf, Adam Bonar; FSA – Andrea Landis.

MINUTES: The minutes of the June 9th, 2026, board meeting were presented for review and approval. **A motion was made by Lois Carr 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 June. **A motion was made by J.W. See and seconded by Lois Carr to approve the Co-Administered, General, and CDO Grant funds 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 June. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

Petersburg Oil - \$1,431.03. **A motion was made by J.W. See and seconded by Kent Spencer to approve payment to Petersburg Oil in the amount of \$1,431.03. Motion carried.**

Sunset Outdoor Supply – John Hicks Reimbursement - \$1,338.51. **A motion was made by Lois Carr and seconded by J.W. See to approve payment to Sunset Outdoor Supply in the amount of \$1,338.51. Motion carried.**

Valley Equipment Company - \$2,556.08. **A motion was made by Lois Carr and seconded by J.W. See to approve payment to Valley Equipment Company in the amount of \$2,556.08. Motion carried.**

Riverside Church - \$360.00. **A motion was made by Lois Carr and seconded by J.W. See to approve payment to Riverside Church in the amount of \$360.00. Motion carried.**

CORRESPONDENCE:

WVACD Updates – Melissa summarized the updates. A schedule of WVACD contests throughout the year was provided. The email mentioned that state fair volunteers are still needed. Century Farm signs were picked up by Lois and will be awarded at the Annual Banquet. Lois Carr shared that state fair volunteers are in short supply.

Hampshire County Fair Display – The Hampshire County Master Gardener's extended an invitation to set up a display at the Hampshire County Fair. The board decided not to set up a display.

WVACD – CDO Account Balances – Melissa reported that WVACD is requesting for districts to send their ending CDO account balances because they are going to be writing a letter to WVCA to request additional operating funds. Don Whetzel explained that some districts have a negative balance at the end of the fiscal year. J.W. See reported that the district always exhausts the CDO budget but is open to sending the ending account balance. **A motion was made by J.W. See and seconded by Kent Spencer to submit the CDO ending account balance to WVACD. Motion carried.**

Drought Disaster Designation – Don Whetzel explained that currently the status affects FSA and loan programs but has the potential to affect further fund dispersal. Discussion was held on the current drought status.

New WV Animal Movement Rules – Discussion was held on new guidelines in reference to the New World Screwworm.

WATERSHEDS

Rehabilitation Projects:

New Creek Site #1 –

New Creek Site #17 –

North / South Mill Creek Sites #3 and #4 –

UNFINISHED BUSINESS

Audit Bids – Discussion was held on the single audit bid that was received from Suttle & Stalnaker. **A motion was made by J.W. See and seconded by Lois Carr to accept the 3-year commitment contract from Suttle & Stalnaker. Motion carried.**

Conservation Farm Candidate – Melissa reported that the board is scheduled to conduct a farm tour on July 16th at 10:00am. Don Whetzel added that the schedule of regional tours was included in the packet. Lois Carr stressed that attendance would be courteous to show our gratitude for Mr. Ehlert's participation.

NEW BUSINESS

Board Committee Elections – **A motion was made by J.W. See and seconded by Lois Carr to appoint Glenn Delaplain to the Conservation Farmer committee, Equipment Committee and Conservation Education Committee. Motion carried. A motion was made by J.W. See and seconded by Lois Carr to appoint Derrick Spencer to the Watershed Committee and Equipment Committee. Motion carried.**

A motion was made by J.W. See and seconded by Kent Spencer to appoint Lois Carr to the Finance Committee. Motion carried.

Farm Land Preservation board – J.W. See was approached by Alison Jewel to sit on the Farm Land Preservation in place of Dave Parker. Glenn Delaplain was also approached. J.W. See will follow up with Alison Jewel. **A motion was made by J.W. See and seconded by Lois Carr to approve Derrick Spencer as the Mineral County nominee and J.W. See or Glenn Delaplain as the Hampshire County nominee. Motion carried.**

A motion was made by Lois Carr and seconded by J.W. See to maintain all officer seats. Motion carried.

Check Signers – Ronnie Miller stated that he would rather not be a check signer, due to the travel. Discussion was held. Ultimately, Ronnie, Derrick Spencer and Kent Spencer volunteered to sign checks. **A motion was made by J.W. See and seconded by Lois Carr to appoint Ronnie Miller, Derrick Spencer and Kent Spencer as approved check signers and to remove Dave Parker and Brian Dayton. Motion carried.**

Proclamation/Letter opposing solar farms, wind farms and data centers – Grace Engleman reported that it would be a good idea to add transmission lines to the proclamation. J.W. See offered Emily's See's help with writing the letter. George Leatherman will also be involved in the drafting, due to his involvement in the solar farm opposition. Discussion was held about the transmission lines and data centers. **A motion was made by J.W. See and seconded by Lois Carr to draft the proclamation. Motion carried.**

FOIA Request – Discussion was held on whether the district has any vendor relations with the companies listed in the request. J.W. See reported that the district has not had any history with the listed vendors. **A motion was made by J.W. See and seconded by Lois Carr to respond to the FOIA request that we have no history with the vendors. Motion carried.**

J.W. See reported that FNB Bank is open to sponsoring the Annual Banquet.

Administrative Specialist Report

Melissa reported that the outstanding checks have been re-issued. Per District Fiscal, the cooperators will sign for the checks upon pick-up to confirm they have been received. Lois Carr offered to help with delivery in Pendleton County.

COMMITTEE REPORTS

BOARD MEMBER REPORTS

Lois Carr reported that the quarterly meeting will be held at the Bridgeport Conference Center on July 22nd and 23rd.

Ronnie Miller was hoping that someone would be able to go in his place. Lois stated that they were hoping he would be able to chair the watershed committee.

YOUTH SUPERVISOR REPORTS

Layla Shreve – Votech graduation was at the end of May. Over 20 graduates completed the agriculture program. The Mineral County Fair was held in mid-June. Sale totals from the fair were \$199,750.00. Before the fair and the week after the fair, we held 4-H camp. Last week we had state convention. Randi Jo Wolford from Hampshire is now the state secretary and Ike Jones from Mineral is the Northeastern Region Vice President. I started an internship with the conservation agency in June and I will start college at Potomac State in August.

PVCD District Report

Rental Equipment / Repairs – Ronnie Miller reported there have been problems with the Ventrack mowers. Both have required repairs and been down at the same time. There was a delay with the repair shop in Harrisonburg but the part was delivered. The crew is working well together. Due to the weather, Ronnie is having the crew work early mornings. The vertical beater spreader came in yesterday.

Billing of Rental Equipment – Grace Engleman reported that there are some outstanding payments. Discussion was held regarding how to collect the funds. Lois Carr recommended sending a certified letter or collections. Grace will send a list of the outstanding payments to the supervisors at the Conservation Farm tour. Grace reported that another problem is float valves and geotek fabric are being sold at the outlying offices but some are being sold to producers that have

outstanding balances. Grace suggested having pre-addressed and stamped letters at the outlying offices so payment can be accepted on delivery. Sarah Taylor-Goldizen will look into if that would comply with regulations.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook reported that the district is still in D1 status and recommended extending the exigency program to the next board meeting. **A motion was made by J.W. See and seconded by Lois Carr to extend the exigency program to the August 11th board meeting. Motion carried.**

APPLICATIONS

PAYMENTS

MEB: *Kay Dawn Farm \$4,911.75CS.*

Litter Transfer: *Steve Lambert \$1,019.60CS; Nathan Griffin \$2,500.00CS.*

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

Exigency Applications and Payments

APPLICATIONS

Revegetation: *Mongold Farm – Eric Mongold \$500.00CS.*

A motion was made by J.W. See and seconded by Lois Carr to approve the above application. Motion carried.

PAYMENTS

Revegetation: *Mongold Farm – Eric Mongold \$279.83CS.*

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

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

PVCD - Grace Engelman – I enjoy the job but it is taking time that I need to fulfill my personal responsibilities. My intention is to resign.

FSA – Andrea Landis – Tomorrow is the last day to submit your crop reports. Late crop reports will accrue a late fee of \$15.00. The drought sign-up goes until March of next year.

NCRS – Lee Haggarty – We’ve been very busy with getting contracts obligated. Hopefully we will be able to get out into the field at the end of the month.

Sarah Taylor-Goldizen – We are expecting John to attend the August board meeting.

WVCA – Justin Cook – Friday is the last day for Ag Enhancement sign-ups. I will see you at the next board meeting with applications. AgEP meeting will be before the next board meeting, August 11th at 6:00pm.

Erin Coda – The job showing for the South Fork maintenance will be this Thursday.

*Don Whetzel – The CDO budget closeout needs to be submitted to Gurthrie. **A motion was made by Ronnie Miller and seconded by Lois Carr to authorize J.W. See to sign off on the closeout. Motion carried.***

Eastern Panhandle District is selling all of their equipment. I have provided a copy of their equipment list and the contact is Rob Boreman. If none of the districts have any interest, Eastern Panhandle will be taking them to an auction house. For the August meeting, be thinking about if you have any nominations for Carol Green, Honorary Members-at-Large or Lifetime Members.

Public Comment:

There being no further business, a motion to adjourn was made by Kent Spencer and seconded by Lois Carr. Motion passed. Meeting adjourned at 8:12.

Upcoming Activities / Dates:

AgEP Meeting – August 11th, 2026, at 6:00 pm

Next Board Meeting: Tuesday, August 11th, 2026 @ 7:00 pm

*D – Discussion *M – Motion

Charlotte R. Hoorw

Chairperson

August 11, 2026

Date

Re S

Secretary

