



Potomac Valley Conservation District

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



MEETING MINUTES August 28, 2026

The special meeting of the Potomac Valley Conservation District was held on Friday, August 128th, 2026, via teleconference. The meeting was called to order at 10:03am by Vice Chairperson Ronnie Miller.

SUPERVISORS: Ronald Miller, J.W. See, Glenn Delaplain, Kent Spencer, Derrick Spencer, Lois Carr, Gerald Sites.

OTHERS: WVCA - Ben Heavner, Justin Cook, Leah Bittinger, Don Whetzel, Cindy Shreve, AS Melissa Shanholtz.

APPROVAL OF INVOICES & PAYMENTS:

Smith's Auto Parts - \$791.39. **A motion was made by Kent Spencer and seconded by Lois Carr to approve payment to Smith's Auto Parts in the amount of \$791.39. Motion carried.**

Messicks (Grace Engelman Reimbursement) - \$641.08. **A motion was made by Lois Carr and seconded by Kent Spencer to approve payment to Grace Engelman in the amount if \$641.08. Motion carried.**

GFT - New Creek #1 Rehab - \$24,408.20. **A motion was made by Lois Carr and seconded by J.W. See to approve payment to GFT in the amount of \$24,408.20. Motion carried.**

Kreider – Ventrac Repairs - \$1,382.75.

Petersburg Oil - \$1,939.40.

A motion was made by Kent Spencer and seconded by Lois Carr to approve the above payments. Motion carried.

State of WV Board of Risk and Insurance Management - \$4,930.00. **A motion was made by Kent Spencer and seconded by Lois Carr to approve payment to State of WV Board of Risk and Insurance Management in the amount of \$4,930.00. Motion carried.**

UNFINISHED BUSINESS

Banquet Preparation – J.W. See presented two options for the banquet location. Hampshire Park was available for a price of \$500.00. The Red Bird Café was available after 2pm for a price of \$300.00. The board elected to move forward with the Red Bird Café and to change the banquet time to 4pm on September 27th. J.W. also reported that he has catering options lined up as well and that the cost will be \$13-\$15 dollars a plate. The board approved a menu of barbecue chicken, green beans, macaroni and cheese, potato salad, rolls, dessert and lemonade/tea. Lois Carr raised the suggestion that supervisors from each county work on providing door prizes. She stated that she has already reached out to some Pendleton County businesses. Lois also asked if the board intends to order mums this year and offered to reach out to Jerry Ours for availability.

NEW BUSINESS

Request from Mineral/Hampshire County FFA NJHA Team – Cindy Shreve presented a request for sponsorship from the Mineral and Hampshire County FFA groups. The National Junior Horticulture Association is holding a convention on October 9th-11th in Kalamazoo, Michigan. The FFA groups requested sponsorship of 5 team members and the coach, at a cost of \$300.00 per person. **A motion was made by Lois Carr and seconded by Kent Spencer to approve the sponsorship of the FFA NJHA team in the amount of \$1,800.00. Motion carried.**

Elk Garden Educational Day – Leah Bittinger explained that she is planning the Elk Garden Educational Day and requested funding in the amount of \$2,831.16 to be used for rental of the soil cart and treat bags. **A motion was made by Kent Spencer and seconded by Lois Carr to approve funding in the amount of \$2,831.16 to be used for the Elk Garden Educational Day. Motion carried.**

Constant Contact Payment Continuing Contract – Justin Cook reported that if the district signs a 3 – 4 year contract with Constant Contact for the newsletter printing, the price would be reduced by 30%. **A motion was made by J.W. See and seconded by Lois Carr to approve signing an extended contract with Constant Contact. Motion carried.**

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

APPLICATIONS

Mudlick Run BMP Implementation: *Little Rock Farm \$2798.69CS; John Winslow \$9,065.85CS.*

A motion was made by Lois Carr and seconded by Gerald Sites to approve the above Mudlick Run applications. Motion carried.

MEB: *Michael Jones Sr. \$1,587.80CS; Brent Ebert \$6,460.00CS.*

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

PAYMENTS

Mudlick Run BMP Implementation: *Little Rock Farm \$2798.69CS; John Winslow \$9,065.85CS.*

Mudlick Run Septic Program: *Betty J. Wheeler \$150.00CS.*

MEB: *Michael Jones Sr. \$1,530.00CS.*

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

Discussion:

Ronnie Miller requested that the board hold an executive session at the September 8th board meeting for personnel discussion. Discussion was held on the required procedures for an executive session. The board agreed to hold an executive session at the September 8th board meeting.

Lois Carr reminded the board that meetings will need to be made with the County Commissions to ask the County Commission to endorse Proclamation 2026-08-11.

There being no further business, a motion to adjourn was made by Kent Spencer and seconded by Lois Carr. Motion passed. Meeting adjourned at 10:22am.

Upcoming Activities / Dates:

Annual Banquet: September 27th at 4:00 p.m. at the Red Bird Café.

Next Board Meeting: Tuesday, September 8th, 2026 @ 7:00 pm

*D – Discussion *M – Motion

Charlotte R. Homer

Chairperson

9/8/2026

Date

Km E

Secretary

