



Potomac Valley Conservation District

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MEETING MINUTES August 11, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, August 11th, 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, Gerald Sites, Frankie Weese, and Paul Clayton (Associate Supervisor).

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

MINUTES: The minutes of the June 23, 2026, special 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.**

The minutes of the July 14, 2026 board meeting were presented for review and approval, with one revision. **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 July. **A motion was made by Lois Carr and seconded by Kent Spencer to approve the Co-Administered, General, and CDO Grant funds reports for July. 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 July. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

James River Equipment - \$43,600.00 – Manure Spreader. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to James River Equipment in the amount of \$43,600.00. Motion carried.**

USPS - \$1,170.00. **A motion was made by J.W. See and seconded by Lois Carr to approve payment to USPS in the amount of \$1,170.00. Motion carried.**

CORRESPONDENCE:

Mileage Reimbursement Increase – Melissa reported that mileage reimbursement was increased to \$.76 per mile beginning July 1st.

Conservation Farm Competition Results – Don Whetzel announced the North Area Farm Tour results. Cobb Farm in Lewis County won the Non-Traditional Category and Meckley Farm in Tyler County won the Traditional Category. Don shared that the scoring results were very competitive this year.

Agricultural Enhancement Program Annual Report – Melissa informed the board that the Annual Report prepared by Cindy Shreve was in the correspondence packets for review.

WATERSHEDS

Rehabilitation Projects:

New Creek Site #1 –

New Creek Site #17 –

North / South Mill Creek Sites #3 and #4 – Melissa reported that we have two invoices for Freese and Nichols – the June invoice for \$158,235.66 and July invoice for \$276,954.80. **A motion was made by Kent Spencer and seconded by Lois Carr to approve the invoices to Freese and Nichols in the amounts of \$158,235.66 and \$276,954.80. Motion carried.**

UNFINISHED BUSINESS

Transmission Line/Wind Farm/Solar Farm Resolution Draft – Lois Carr prepared a draft letter for the board to review.

J.W. Carr also presented a letter prepared by Emily See. Discussion was held on the content and recipients of the letter. **A motion was made by J.W. See and seconded by Ronnie Miller to approve the draft letter presented by Lois Carr. Motion carried.**

NEW BUSINESS

Nominations for Carol Greene, Honorary Member-at-Large, Lifetime Member – J.W. See recommended nominating Dave Parker for Honorary Member-At-Large.

LOR 16564 - \$104,500.00 – FY27 Ag Enhancement Program Allotment – **A motion was made by J.W. See and seconded by Kent Spencer to approve and sign LOR 16564. Motion carried.**

EWP Fund Recall – Don Whetzel explained that the EWP funds are being recalled from each district to allow the agency to create an EWP fund pool which will process through central purchasing. **A motion was made by Kent Spencer and seconded by J.W. See to approve the recall of the EWP funds. Motion carried.**

PVCD District Banquet – Discussion was held regarding the banquet. J.W. See offered the date of September 27th at 2:00pm. He will explore options for the location of the banquet, focusing on the South Branch Inn, Dillons, and the Bottling Works. He also informed the board that FNB bank has offered to sponsor the food for the banquet. Door prize ideas mentioned were mums and apples.

Forage Testing – Grace Engelman explained that John Hicks would be willing to help producers take forage samples if the district is interested in purchasing a drill and hay probe. Discussion was held on the type of hay probe. **A motion was made by J.W. See and seconded by Lois Carr to approve the purchase of a drill and hay probe up to \$500.00. Motion carried.**

Administrative Specialist Report

Mileage Increase – Melissa encouraged the board to ensure that the increase is reflected on travel sheets.

Check Signing Schedule – Melissa requested that the check signers have a set schedule to come in and sign checks. She recommended the third Tuesday and last Friday of the month. Melissa also reminded the approved check signers to get their names confirmed with the bank.

Audit – The audit contract with Suttle & Stalnaker for three years has been confirmed.

COMMITTEE REPORTS

Personnel Committee – J.W. See confirmed that the committee recommended a raise for John Hicks in the amount of \$1/hour. **A motion was made by Lois Carr and seconded by J.W. See to approve the raise of \$1/hour for John Hicks. Motion carried.**

The personnel committee also recommended a raise for Grace Engelman in the amount of \$1/hour. **A motion was made by Lois Carr and seconded by Kent Spencer to approve the raise of \$1/hour for Grace Engelman. Motion carried.**

BOARD MEMBER REPORTS

Lois Carr reported that nominations were needed for the WVACD foundation committee, WVACD legislature committee, Envirothon committee and Appalachian Grazing committee. Discussion was held, resulting in the following nominations. A nominee was not appointed for the Envirothon committee. **A motion was made by J.W. See and seconded by Kent Spencer to nominate Ronnie Miller to the WVACD foundation committee. Motion carried.**

A motion was made by J.W. See and seconded by Kent Spencer to nominate Glenn Delaplain to the WVACD legislature committee. Motion carried.

A motion was made by Frankie Weese and seconded by Lois Carr to nominate J.W. See to the Appalachian Grazing committee. Motion carried.

The WVACD October quarterly meeting is October 28th and 29th at Cedar Lakes. Reservations are available at the Hope Lodge for \$94/night. Chris Warner, Secretary of State, will be speaking at the meeting. Heather Duncan's employment has been extended through December. The Eastern Area meeting will be held at Eastern Pan on September 28th.

A letter was sent to Judith Lyons from WVACD regarding CDO budgets, which account for the operating expenses of the district offices. WVACD requested a larger allotment for CDO budgets for the district offices.

Several resolutions were presented covering an opposition to MARL/Valley Link North transmission lines, solar farms and data centers, and watershed management being returned to the districts, and increased investments in WV conservation districts.

Lois recommended nominating Dave Parker for a Lifetime Member award.

Discussion was held regarding a state-owned farm in Mason County being sold for data center development.

YOUTH SUPERVISOR REPORTS

Layla Shreve – Since the last meeting, the Mineral County FFA Alumni and Supporters held a picnic for alumni and members to connect. The officers went on officer retreat. Rylee Staggs is a national finalist in Agriscience. We have members attending Ag Progress Day on Thursday. We have members showing at the state fair, as well as sending exhibits for the FFA building. The first of school is next Friday and officers have a chapter meeting planned for later in the month. NJHA (National Junior Horticulture Association) team with Hampshire County FFA is going to Kalamazoo, Michigan in October.

Kade Suddath – Hampshire County has stayed very busy in the past month. We held the Hampshire County Fair, where 4H and FFA exhibitors showed their animals. Similarly, we are sending numerous kids to the state fair! The FFA had their annual officer retreat where they planned events for the upcoming year. They plan to have a "Discovery Day" in freshman ag classes to educate members on the many opportunities they have. Finally, we are working on having a joint Mineral/Hampshire team for the National Junior Horticulture Convention in Kalamazoo, Michigan. Thanks!

PVCD District Report

Rental Equipment / Repairs – Grace Engelman reported that equipment rentals have been slower. There is some news that Cruster rentals are slow because Pilgrim's is shifting to Winrowing. Drills and spreaders are picking back up. Discussion was held regarding purchasing a Winrower.

Billing of Rental Equipment – Grace Engelman raised the issue of producers purchasing from the field offices while being in arrears. Grace recommended sending a list to the field offices of producers that are not permitted to purchase due to non-payment. **A motion was made by Lois Carr and seconded by Derrick Spencer to send a no-purchase list. Motion carried.**

Ronnie Miller reported that the mowing and weed eating of the watersheds is progressing well.

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 September board meeting. Motion carried.**

APPLICATIONS

MEB: *Kay Dawn Farm \$6,287.80CS; Christopher R. Evans \$7,833.60CS.*

PAYMENTS

CBay Fence/Water: *Doug Carr \$7,546.42CS*

Exigency Applications and Payments

APPLICATIONS

Temporary Fence: *Jeremy Buckley \$750.00CS*

Revegetation: *Jeremy Buckley \$750.00CS*

PAYMENTS

Temporary Fence: *Jeremy Buckley \$742.87CS*

Revegetation: *Jeremy Buckley \$719.94CS*

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

Mudlick Run Project:

Mudlick Run Septic Program Application: *Betty J. Wheeler Trust/Judy Miller*

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

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

WVACD: *Justin Cook: will be working on sending out agreements for approved applications.*

Cindy Shreve: The performance period for several grants is ending, so a special meeting may be needed to process payments.

Erin Coda: The contract for South Creek has been awarded and is being processed through state purchasing.

Ben Heavner: The 18th is the deadline to submit any new practices.

Don Whetzel: The state farm tour is scheduled for the 26th of August. Winners will be announced in October. While reconciling the CDO budget, it was discovered that several expenses are being paid out of the general fund rather than the CDO fund. We are working with Adam Carlin to correct this going forward. Before the next meeting, the office will investigate how long this has been happening and at the next board meeting, the board may want to reallocate applicable funds to the general fund.

NRCS: *Adam Bonar: EQIP has wrapped up and I am now working with FSA on site visits.*

Lee Haggerty: We finished up the obligations to Potomac Valley North, so you will be seeing us out and about more.

Jon Bourdon: Thank you for the letter mailed in June. The state received \$32 million and \$4 million was allocated to our district. NRCS is going through a reorganization and redistribution, with the goal of increasing customer-facing field time. West Virginia is a pilot state, which is good news because the chief has visited the Eastern Panhandle and has gained an understanding that the current tool is not working. I would recommend writing a letter to the chief inviting him to visit the area and meet with the work group, with the goal of recommending that a portion of the fund distribution be allotted to the local work groups to direct to the projects that are earmarked as priorities. There is an opportunity for change right now.

Sarah Taylor-Goldizen: Will work with the district on a letter.

FSA: *Andrea Landis: Farm Agency drought assistance programs are still accepting applications for drought payments. This assistance is until March 27th. Please be patient with the offices because we are meeting less often due to funding. Please continue to report weather conditions.*

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 8:14.

Upcoming Activities / Dates:

Annual Banquet: September 27th at 2:00 p.m. Location TBD.

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

***D – Discussion *M – Motion**





Chairperson

Secretary

9/8/2026
Date