



Potomac Valley Conservation District

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MEETING MINUTES September 8, 2026

The monthly meeting of the Potomac Valley Conservation District was held on Tuesday, September 8th, 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, Kent Spencer, Lois Carr, Frank Weese, and Paul Clayton (Associate Supervisor).

OTHERS: WVCA - Justin Cook, Leah Aldridge, AS Melissa Shanholtz; PVCD – Grace Engelman; Youth Supervisors – Layla Shreve, Kade Suddath; NRCS – Lee Haggerty, Shawna Weatherholtz, Sam Gardner, Sarah Taylor-Goldizen, Mikenze Metcalf; WVACD – Mark Myers.

MINUTES: The minutes of the August 11th, 2026, board meeting were presented for review and approval. **A motion was made by Lois Carr and seconded by J.W. See to approve them as written and distributed. Motion carried.**

The minutes of the August 28th, 2026 special board meeting were presented for review and approval. **A motion was made by Lois Carr and seconded by J.W. See 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 August. **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 August. 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 August. Motion carried.**

APPROVAL OF INVOICES & PAYMENTS:

CORRESPONDENCE:

State AgEP Committee Meeting 9/30/2026 – The State AgEP Committee meeting will be held on Wednesday, September 30th at 10:00am at the Elk Conservation District.

WATERSHEDS

Rehabilitation Projects:

New Creek Site #1 – Melissa Shanholtz reported that the office is in the process of paying the last invoice for this rehab.

New Creek Site #17 –

North / South Mill Creek Sites #3 and #4 – Melissa Shanholtz reported that the office is in the process of paying the last invoice for this rehab.

UNFINISHED BUSINESS

Banquet Preparations – Update – J.W. See reported that the banquet will be held on September 27th at 4pm at the Red Bird Café. The catering will be provided by Bid Bad Dad's Barbecue. Discussion was held regarding decorations and door prizes. Suggestions for door prizes were mums, bushels of apples and pumpkins. Lois reported that she has received sponsorship commitments from several Pendleton County businesses and made recommendations for Hardy County businesses. Discussion was held regarding awards, plaques and recognitions for the banquet. Discussion was also held regarding ordering calendars. Grace recommended ordering 50 pocket calendars and 50 large calendars. **A motion was made by J.W. See and seconded by Lois Carr to approve ordering 50 pocket calendars and 50 large calendars. Motion carried.**

NEW BUSINESS

County Commission Meetings – Resolution 2026-08-11 – Lois Carr reminded the board to schedule meetings with the county commissioners to discuss Resolution 2026-08-11. Lois and Charlotte are scheduled to attend the Pendleton meeting on Tuesday and Hardy County is scheduled for September 15th.

New ACH permissions for FNB Bank – Melissa Shanholtz explained that previously Adam Carlin utilized a transition account when transferring ACH deposits for payroll but FNB is no longer recognizing that account. This will require J.W. See to sign new paperwork with the bank.

COMMITTEE REPORTS

BOARD MEMBER REPORTS

Lois Carr reported that the education committee is asking for a donation of \$1000.00 from each district, instead of having an auction, which isn't well attended. **A motion was made by J.W. See and seconded by Lois Carr to approve a donation of \$1000.00 to the education committee. Motion carried.**

The Eastern Area meeting is at Eastern Pan at 10:00 on September 28th. Discussion was held regarding how informative the area meetings are becoming.

YOUTH SUPERVISOR REPORTS

Kade Suddath – The Hampshire County FFA has planned many new events this year, one of which is next week. On Friday, we are hosting Moorefield FFA for a tailgate before the Hampshire home game against them. Thursday we are having our first regional meeting in Berkeley Springs. We have three members running for regional offices. Next up is CDE's – we are sending teams to compete in poultry, ag mechanics and dairy. We also planned a new event with the Mineral County FFA chapter for a puttputt night in Burlington on the 22nd. For FFA, we are sending members to FLC in Ripley at the end of the month. 4H is staying pretty busy. We have a member who was selected for

the National 4H Congress in November and she's started the planning process and is excited for the opportunity. Thank you.

Layla Shreve – Mineral County FFA attended Ag Progress Days on August 13th in PA hosted by the college up there. There were multiple state fair exhibits in the FFA and 4H building and multiple exhibitors showing their animals. We had a few that were recognized at the Recognition in the arena. They had a chapter meeting August 28th. They have a regional meeting on Thursday with one person running for regional office. They are competing in CDE's on September 16th – 18th and there are teams in ag sales, ag mechanics and livestock evaluation. On September 22nd, they are doing mini-golf with the Hampshire County FFA. The September chapter meeting is on the 25th. There are five of us that are preparing for the Horticulture competition in coordination with Hampshire County FFA in less than a month. For 4H, there was a zoom meeting to plan our fall overnight camp and dates for our county camp. We just ended our fall mum fundraiser.

PVCD District Report

Rental Equipment / Repairs – Grace Engleman reported that there were problems with the acremeter on the Land Pride but those issues have been fixed. There was a reported issue with the Esch drill because the landowner changed the setting from low to high, which caused the seed to run out too fast. Crusters are not being rented out right now because Pilgrim's went to winrowing. Ronnie reported that one of the Ventrac mowers will need a new axel and housing. Ronnie also reported that John Hick's delivery truck will need new tires. **A motion was made by Lois Carr and seconded by J.W. See to approve purchasing new tires for John Hick's delivery truck. Motion carried.**

Ronnie shared that John will be on medical leave at the end of October, so equipment deliveries will need to be sorted.

Billing of Rental Equipment – Grace stated that one outstanding payment has been received. She continues to follow up with outstanding invoices.

AG ENHANCEMENT / CHESAPEAKE BAY PROGRAMS:

Exigency Program – Justin Cook extending the exigency program to the next board meeting. **A motion was made by J.W. See and seconded by Kent Spencer to extend the exigency program to the October board meeting. Motion carried.**

APPLICATIONS

PAYMENTS

Exigency Applications and Payments

APPLICATIONS

PAYMENTS

Mudlick Run Project:

Conservation Agreements:

Farm Plans / Conservation Plans:

CREP contracts / payments:

Agency Reports:

Public Comment:

PVCD: Grace Engleman – My time with the FSA got extended to December 31st, so I will extend my time with the district until December 31st. I am hoping to get Melissa through one audit. I do plan to be off from October 8th – October 19th.

WVCA: Justin Cook – There is a state AgEP meeting September 30th 10:00 at the Elk Conservation District.

NRCS: Lee Haggerty - I am excited to introduce Sam Gardner. He is our partner forester/biologist. He will be working in all of Potomac Valley district.

Sam Gardner – Excited to be here. I am a WVU grad and did consulting for a couple of years. I am excited to be with the NRCS out of Keyser and Romney.

Lee Haggerty – You have my report in your packets. We ended up obligating 88 contracts in Hampshire and Mineral County which was the most of any work unit in the North area. That was across 9,209 acres and almost 4 million dollars. That was a really good job by Mikenze, Sam and Luke to make all that come to life. Shawna is detailed into Dylan's old position for 120 days.

WVACD: Mark Myers – I am hoping to make it to two board meetings in each district a year to see how things operate in each district and try to get more uniform. As a farmer doing hay, I appreciate that you all have evening meetings. Mark Fitzsimmons is 1st Vice President, Lois is 2nd vice president, Larry Reynolds is treasurer and Holly Morgan from Northern Pan is secretary of WVACD.

Executive Session: Personnel

A motion was made by J.W. See and seconded by Lois Carr to enter executive session and excuse attendees.

A motion was made by Frank Weese and seconded by Lois Carr to exit executive session. No action was taken as a result of the executive session.

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 8:50.

Upcoming Activities / Dates:

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

Next Board Meeting: Tuesday, October 13th, 2026 @ 7:00 pm

*D – Discussion *M – Motion





Chairperson

Secretary

Date

