

**EASTERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING MINUTES  
March 27, 2018  
MINUTES**

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 7 pm. by Lin Dunham, Chairman, at the USDA Service Center in Martinsburg, WV.

Pledge of Allegiance/Prayer

Introductions

The following were in attendance of the meeting:

**District Supervisors:** James Michael, Daniel Lutz, Lin Dunham, Todd Butler, Floyd Kursey, Robert Boarman and Nancy Lutz.

**District Associate Supervisors:** Kory Harmison

**WVCA/EPCD:** Sherry Duncan, Jeremy Salyer (via video), Danielle Watson, Barbie Elliott and Heather Duncan

**NRCS:**

**Other:** David Tabb

**Agenda Approval-** James Michael moved to accept the agenda as presented. Daniel Lutz seconded. Motion carried.

**Minutes-** Todd Butler moved to accept the minutes for the February 21 meeting. Nancy Lutz seconded. Motion carried.

**Public Comment:**

**Agency Reports:**

**WVCA/EPCD:**

*Heather Duncan-* It is time to order Stewardship materials. Please get your counts to Heather.

*Danielle Watson-* everything on agenda

*Jeremy Salyer-* Jeremy reviewed his report. State Ag-Enhancement Committee meeting will be Thursday, March 29, 10 am video will be available. There has been an Ag-Day committee formed. OM&R funding state is working on a 5-year plan and will be going to fall inspections instead of spring.

*Barbie Elliott-* Asked for a count of supervisors who will be helping at tree sale.

**New Business**

**Appoint proxy for Jim Michael for Quarterly Meeting-**Nancy Lutz moved to approve Daniel Lutz to serve as proxy for James Michael on the Water Resources Committee and for Lin Dunham to serve as James Michael's proxy for the Executive Committee at the April Quarterly meeting. Todd Butler seconded. Motion carried.

**Approve travel for supervisors attending the Envirothon contest-The Envirothon Contest is April 19 and 20. Volunteers usually go down on April 18 to set up. Discussion. Nancy Lutz moved to approve expenses for Lin Dunham and Heather to attend the Envirothon contest. Todd Butler seconded. Motion carried.**

**Approve policy manual changes, travel and per diem manual changes and plan of work -Daniel Lutz moved to approve the changes made to the policy manual, travel and per diem manual and plan of work. James Michael seconded. Motion carried.**

**Approve Heather's travel for Envirothon-covered in previous motion.**

**Earth Day Parking Lot Event-Saturday, April 21-Discussion. Robert Boarman moved to not participate in the parking lot event. Floyd Kursey seconded. Motion carried.**

**Morgan County Plant Sale May 11-12-maybe a booth with rain barrels-Lin Dunham said he would work with extension and sell rain barrels at the event. James Michael moved to approve Lin Dunham to participate in the Morgan County Plant Sale. Nancy Lutz seconded. Motion carried.**

**Berkeley County Plant Sale May 5 Ruritan Club in Bedington-Nancy Lutz moved not to participate in the Berkeley County Plant Sale. Todd Butler seconded. Motion carried.**

**Order NACD Stewardship Week Materials-just a reminder to get Heather your numbers if you wish to order items.**

**Martinsburg High School-request for 2 rain barrels and 2 peach trees for urban garden-Heather reviewed the schools plan for an urban garden. Daniel Lutz moved to provide Martinsburg High School with 2 rain barrels and 2 peach trees. Nancy Lutz seconded. Motion carried.**

**Approve up to \$100 per county fair catalog for advertisement-Robert Boarman moved to approve up to \$100 per county for ads in the fair catalogs. Nancy Lutz seconded. Motion carried.**

**Approve LOR for CB Education/Outreach \$25-Robert Boarman moved to approve submitting an LOR for CB Education/Outreach for \$25. Nancy Lutz seconded. Motion carried.**

**Approve LOR for WS OM&R-\$1000-This is for match for Morgan County Board of Education. Robert Boarman moved to approve submitting an LOR for \$1000 for Warm Spring OM&R. Floyd Kursey seconded. Motion carried.**

**Approve cooperative agreements for the Morgan County Parks and Rec Bio-Retention Practice-James Michael moved to approve the cooperative agreements for the Morgan County Parks and Rec Bio-Retention Practice. Daniel Lutz seconded. Motion carried.**

**Approve cooperative agreement for the Butts Stream Restoration Project-Nancy Lutz moved to approve the cooperative agreement for the Butts Stream Restoration Project. Floyd Kursey seconded. Motion carried.**

**Approve David Tabb and Mary Sell as Jefferson County Associate Supervisors-David Tabb gave some background information on himself. Mary Sell was unable to make the meeting due to a last-minute**

work conflict. Nancy Lutz gave some background information on her. Nancy Lutz moved to approve David Tabb and Mary Sell as associate supervisors for Jefferson County. James Michael seconded. Motion carried.

**Cooperator Approval**

Cooperator Approval-Lendall Halterman, Katherine Robinson, Dale R. Lehman-James Michael moved to approve Lendall Halterman, Katherine Robinson and Dale R. Lehman as cooperators. Daniel Lutz seconded. Motion carried.

**AEP Program**

AEP 2<sup>nd</sup> half Lime Program Approval-Donald Davidson, Lendall Halterman, Katherine Robinson, Dale R. Lehman, Zigler, Inc., Mary Elko-James Michael moved to approve the following for the lime program:

<b>LIME Approvals</b>									
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Tons	Total
1	Jefferson	Lendall E.	Halterman	649	116	1	75	60	\$ 1,200.00
2	Jefferson	Donald E.	Davidson	491	561	1,5,10,4	75	155.402	\$ 3,108.04
3	Morgan	Kathryn	Robinson	509/314, fd 1234		93/376 fd	57.26	142.08	\$ 2,841.60
4	Berkeley	Dale R.	Lehman	493	316	1,3,4	36.79	78.62	\$ 1,572.40
5	Morgan	Mary	Elko	319	173	1,2,3	13.16	27.165	\$ 543.30
6	Jefferson		Zigler INC	258	288	9,4,5	75	175.08	\$ 3,501.60
							332.21	638.347	12766.94

Nancy Lutz seconded. Motion carried.

AEP 2<sup>nd</sup> half Lime Payment Approval-Edward Hayes, Timothy LeMaster, Rockford Mills--AEP 2<sup>nd</sup> half Frost Seeding payment- Richard Talbott, Terry Dunn-Daniel Lutz moved to approve the following payments:

<b>AEP Payments</b>											
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Total	Amount	Check #	BMP
1	Berkeley	Richard N.	Talbott	635	152	3,4,5	29.33		\$586.60	10280	Frost
2	Jefferson	Terry G.	Dunn	71	75	1,3,4	50		\$1,000.00	10281	Frost
3	Berkeley	Timothy A.	LeMaster	453	2106	4	10.5	13.65	\$ 273.00	10282	LIME
4	Berkeley	Edward	Hayes	677/114 fd 3, F1431/5377 fd 1			19.71	24.108	\$ 482.16	10279	LIME
5	Berkeley	Rockford	Mills	466	164	1,2,3,5	75	149.88	\$ 2,997.60		LIME
									\$5,339.36		

Todd Butler seconded. Motion carried.

Approve FY19 AEP programs-Robert Boarman moved to approve the following practices for FY19:

Practice	Payment Rate	Cap	Cooperator Cap
Hay/Pasture Reseeding	\$65/acre	75 acres	\$4,875/per fiscal year
Hay/Pasture Establishment	\$125/acre	50 acres	\$6,250/per fiscal year
Lime	50% per ton up to \$20	75 acres 3 tons per acre	\$4500/per fiscal year
Frost Seeding	\$20/acre	50 acres	\$1000/per fiscal year

With the first sign up period being June 1-August 24 and the second sign up period to be announced. Todd Butler seconded. Motion carried.

**Chesapeake Bay Program**

Approve continual sign up of Chesapeake Bay Programs (Divisional fencing, Heavy Use Area Protection, Stream Protection Fencing)-Robert Boarman moved to approve the continual sign up of Chesapeake Bay Programs (Divisional fencing, Heavy Use Area Protection, Stream Protection Fencing). Nancy Lutz seconded. Motion carried.

Approve Divisional Fence-Drew Stolipher-Todd Butler moved to approve Drew Stolipher for the Divisional Fence program.

<i>Chesapeake Bay Program</i>									
	County	First Name	Last Name	Farm #	Tract #	Fd#		Amount	BMP
1	Jefferson	Drew	Stolipher	175	197	6,4		\$5,000	Divisional Fence

Nancy Lutz seconded. Motion carried.

**Jefferson County WQIP**

Septic Pumping Payment Approvals-Alison Cannon-\$150, Bruce Klinger \$150-Robert Boarman moved to approve septic pumping payments for Alison Cannon-\$150 and Bruce Klinger \$150. Nancy Lutz seconded. Motion carried.

**Financial Reports**

Approve financial reports/expenses-Floyd Kursey reviewed the financial reports. Robert Boarman moved to approve the financial reports/expenses. Daniel Lutz seconded. Motion carried.

Approve budget for FY19- Robert Boarman moved to approve the FY19 budget. Daniel Lutz seconded. Motion carried.

**Supervisor Report**

*Floyd Kursey*-Floyd asked about the Photo Contest. Will we still have judging at the local level? Heather told him that we would still have district winners, but that all photos would go to the state for judging. Floyd has been asked to attend a meeting at the Berkeley County Council with EPA on Friday, April 13.

*Nancy Lutz*-will be attending a meeting hosted by the League of Women Voters at the Byrd Center in Shepherdstown. She will also be bringing her Fireworks Ordnance up in front of the Jefferson County Commission.

*Lin Dunham*-Lin and Jim have been talking to Gene Saurborn and Jeremy Salyer about the maintenance and mowing of the Warm Springs Dams and the lack of funds in the district to get this accomplished. Lin has also been asked to attend the NACD Northeast regional meeting in New York. This will be no cost to the district.

Meeting adjourned at 8:30 pm.

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Lin Dunham  
Chairman

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Robert Boarman  
Secretary

