

**EASTERN PANHANDLE CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS MEETING MINUTES**  
**May 16, 2018**  
**MINUTES**

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 7:05 pm. by Floyd Kursey, Treasurer, at the USDA Service Center in Martinsburg, WV.

Pledge of Allegiance/Prayer

Introductions

The following were in attendance of the meeting:

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

**District Associate Supervisors:** David Tabb

**WVCA/EPCD:** Sherry Duncan, Jeremy Salyer, Danielle Watson, Suzy Campbell, Heather Duncan and Barbie Elliott

**NRCS:** Tim Canfield, Fayeann Iobst

**Other:**

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

**Minutes-** Todd Butler moved to accept the minutes for the April 18 meeting. Robert Boarman seconded. Motion carried.

**Agency Reports:**

**WVCA/EPCD:**

*Jeremy Salyer-* Jeremy reviewed his report. The next Quarterly meeting is July 11-12.

The new supervisor directory will be online only.

Plan of Work due June 15

Supervisor handbook is being worked on

Ag Day is January 30

Just found out that Bill 4015 passed. This concerns state tags.

*Danielle Watson-* Danielle's last day will be May 25

*Barbie Elliott-* Barbie and Heather working on newsletter. New sign up starts June 1-August 24.

Special meeting needed to approve district farm and Chesapeake Bay BMP's.

Tree Sale-some people think they got locust instead of Persimmons.

*Suzy Campbell-*Suzy handed out a copy of the new Chesapeake Bay budget for the Agency. EPCD will be getting \$155,000 in CB funds. Danielle's position is already posted. Applicants are being given the opportunity to be housed in Romney or Martinsburg.

Suzy thought the Watershed Group Meeting went very well. Had around 50 attendees. Supervisors agreed that it was a very good meeting. Speakers were very informative.

Suzy would like to schedule a Watershed Committee meeting to review meeting surveys and to discuss Phase III Whip progress and goals. June 13<sup>th</sup> 4 pm-6pm was decided upon.

*Heather Duncan*-EPCD had 3 teams in the top 10 for Envirothon. Jefferson FFA placed 3<sup>rd</sup>, Wind Dance placed 4<sup>th</sup> and Berkeley Springs placed 6<sup>th</sup>.

Jefferson FFA placed first in the Land Judging competition.

Jefferson FFA received a \$20,000 grant from the WVACD/NRCS grant.

Heather would like to set a date for an Education Committee meeting to judge posters and photos and to set award amounts. June 18<sup>th</sup> at 9am was set.

Heather will be doing a workshop at Hedgesville Elementary for the 1<sup>st</sup> grade class on May 30-31. Will have students rotating through 4 stations. Anyone who would like to help please let Heather know.

## **NRCS**

*Tim Canfield*-. Funded 2 more EQIP contracts

Working on AEL plans

Working with Shepard University on Veterans Program-plans include installing a high tunnel and possibly a well depending on pump test

## **New Business**

**Place ad for Expression of Interest for engineer-James Michael moved to place EOI ads for engineer. Todd Butler seconded. Motion carried.**

**Approve FY19 LORs for Supervisor Travel and Per Diem-1<sup>st</sup> quarter \$13,978-2<sup>nd</sup> quarter \$9,984-3<sup>rd</sup> quarter \$9985-4<sup>th</sup> quarter \$5,991-Robert Boarman moved to approve LORs for Supervisor Travel and Per Diem-1<sup>st</sup> quarter \$13,978-2<sup>nd</sup> quarter \$9,984-3<sup>rd</sup> quarter \$9985-4<sup>th</sup> quarter \$5,991. Nancy Lutz seconded. Motion carried.**

**Approve FY19 LORs for CD operating grant-1<sup>st</sup> quarter \$19,000-2<sup>nd</sup> quarter 6,634-3<sup>rd</sup> quarter \$6,633-4<sup>th</sup> quarter \$6,633- Robert Boarman moved to approve LORs for CD operating grant-1<sup>st</sup> quarter \$19,000-2<sup>nd</sup> quarter 6,634-3<sup>rd</sup> quarter \$6,633-4<sup>th</sup> quarter \$6,633. Nancy Lutz seconded. Motion carried.**

**Approve LOR for Ag-Enhancement \$63,000--Robert Boarman moved to approve LOR for Ag-Enhancement \$63,000. Nancy Lutz seconded. Motion carried.**

**Approve request from WVU Extension for monetary help with 2-day workshop for teachers K-8<sup>th</sup> to incorporate Agriculture in the class room-This will be held July 25-26. Barbie handed out the agenda for the program. Both Heather and Barbie will be presenting. Floyd Kursey moved to approve up to \$500 for the 2-day workshop with the understanding that we will get a report on how well it was attended and the reaction of the participants. Nancy Lutz seconded. Motion carried. Money will come from the General Fund.**

**Approve county farm winners-Daniel Lutz moved to approve Oakwood Farm as the Jefferson County representative, Richard and Wendy Martz for Berkeley County and Dennis Neeley for Morgan County. The farm tour will be May 29. Todd Butler seconded. Motion carried.**

**Approve Sleepy Creek Phase 5 Mini-Grant-This will be a \$47,000 project consisting of 3 septic repairs, 25 septic pumping's and money for stream monitoring. James Michael moved to approve the Sleepy Creek Phase 5 Mini-Grant. Todd Butler seconded. Motion carried.**

**Create policy concerning lost checks and stop payments-Floyd Kursey moved to do stop payments on checks over \$500 that need to be reissued and to deduct the amount of the stop payment from the reissued check. Nancy Lutz seconded. Motion carried.**

**Approve \$80 for Land Judging lunch and port-a-pot-Robert Boarman moved to approve \$80 for the land judging lunch and port-a-pot for land judging. Nancy Lutz seconded. Motion carried.**

**Approve start of process for contracting for Warm Spring Dams mowing and repairs-Robert Boarman moved to approve start of process for contracting for Warm Spring Dams mowing and repairs. James Michael seconded. Motion carried.**

#### **Cooperator Approval**

**Cooperator Approval-Tom Ash, John Draper-Robert Boarman moved to approve Tom Ash and John Draper as cooperators. Nancy Lutz seconded. Motion carried.**

#### **Chesapeake Bay Program**

**Approve Stream Fence-John Grove, John Draper-James Michael moved to approve John Grove and John Draper for stream fencing. Nancy Lutz seconded. Motion carried.**

**Approve Heavy Use Area payment-Gordon Barrie-Robert Boarman moved to approve Gordon Barrie for \$2000 as Heavy Use Area payment for 1515 square feet. Todd Butler seconded. Motion carried.**

#### **AEP Program**

**AEP 2<sup>nd</sup> half Lime Program Approval-Rolling Acres Farm, Tom Ash-Robert Boarman moved to approve Rolling Acres Farm and Tom Ash for the lime program. James Michael seconded. Motion carried.**

**AEP 2<sup>nd</sup> half Lime Payment Approval-Charles Burkhart, Edward Hayes, High Horizon Inc, Dale Lehman, Tim Smith    AEP 2<sup>nd</sup> half Hay Establishment Payment Approval-Michael Duncan Jr., Perry Jenkins, Locust Grove Farm, Stephen Qualls    AEP 2<sup>nd</sup> half Reseeding Payment Approval-Darion Clemons, Horses with Hearts, Stephen Qualls, Eagles Nest Farm-Robert Boarman moved to approve the following payments:**

	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Tons	Amount	Check #	BMP
1	Berkeley	Charles T.	Burkhart	T34 fd 4,6	T55,FD2,5,11		75	85.4	\$ 1,366.40	10299	LIME
2	Berkeley	Edward L.	Hayes	Levis			7.3	14.6	\$ 292.00	10303	LIME
3	Jefferson	High Horizon Inc.		1004	971	1	75	150	\$ 2,529.00	10306	LIME
4	Berkeley	Dale R.	Lehman	493	316	1,3,4	36.79	70.2	\$ 1,263.60	10300	LIME
5	Jefferson	Tim	Smith	215	239	1,2,3	60.49	118.45	\$ 1,717.53	10314	LIME
6	Jefferson	Michael	Duncan Jr.	484	554	1	19.54		\$2,442.50	10308	Hay Establishment
7	Berkeley	Perry	Jenkins Jr	497	437	1g	15.15		\$1,893.75	10309	Hay Establishment
8	Jefferson	Locust Grove Farm Inc.		201	226	4	17.57		\$ 2,196.25	10316	Hay Establishment
9	Morgan	Stephen B.	Qualls	269	111	7b	22		\$2,750.00	10311	Hay Establishment
10	Berkeley	Darion S.	Clemons	411	1092	3	5		\$325.00	10301	Hay Reseeding
11	Berkeley	Horses With Hearts, INC.		1518	5454	2g,4m	5.7		\$370.50	10307	Pasture Reseeding
12	Berkeley	Eagles Nest farm		467	98				\$2,925.00	10302	Pasture Reseeding
13	Morgan	Stephen B.	Qualls	537	3452	1,2	35		\$2,275.00	10317	Pasture Reseeding
14	Morgan	Stephen B.	Qualls	537	3452	3, 4	40		\$2,600.00	10312	Pasture Reseeding
									Total AEP Payment: \$ 24,946.53		

**Nancy Lutz seconded. Motion passed.**

**Sleepy Creek**

**Septic Pumping Approvals-Lyle Graser/Joanna Dailey-James Michael moved to approve Lyle Graser/Joanna Dailey for septic pumping. Nancy Lutz seconded. Motion carried.**

**Septic Pumping Payment Approvals-Evan Reichard \$132.50-James Michel moved to approve Evan Reichard for \$132.50for septic pumping. Nancy Lutz seconded. Motion carried.**

**Septic Pumping Repair- Clifford Poling-Floyd Kursey moved to appoint Lin Dunham to approve repair and quote for the Poling repair. Nancy Lutz seconded. Motion carried.**

**Jefferson County WOIP**

**Septic Pumping Approvals-Rosalind Black, Abigail Ingram-Robert Boarman moved to approve Rosalind Black and Abigail Ingram for septic pumping. Nancy Lutz seconded. Motion carried.**

**Septic Pumping Payment Approval-Rachel Sharp \$150, Susan Cole \$150-Robert Boarman moved to approve the following payments: Rachel Sharp \$150 and Susan Cole \$150. Nancy Lutz seconded. Motion carried.**

**Financial Reports**

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

**Supervisor Report**

*Nancy Lutz*-Nancy thought the Watershed Group Gathering went very well. For the survey she suggested adding how people found out about the meeting. Friends of the Shenandoah River has offered to give a free water testing class for 6-12 people. She has two people from Blue Ridge Watershed Coalition interested and would like to know who else would like to go. Heather, Danny, Suzy, Fayeann expressed interest.

*James Michael*-Jim thought they had a good meeting. He would like to have Barbie give a Chesapeake Bay BMP update at the next one.

*Daniel Lutz*-Danny asked if a board motion would be appropriate for the water testing class. Floyd Kursey moved to approve travel and per diem for supervisors attending the water testing class. Daniel Lutz seconded. Motion carried.

Danny worked with two different organizations during events for Earth Day.

*Floyd Kursey*-Floyd asked Suzy and Danielle if the Butts project will have the proper permits in line to have the project done before it closes. Suzy said they are working towards it.

Berkeley County Council awarded the district \$1500.

Are there any plans for a Forestry Workshop?

Lin Dunham-Very busy April. Attended the Quarterly meeting and the NACD meeting.

Robert Boarman moved to adjourn at 8:50 pm. James Michael seconded. Motion carried.

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Lin Dunham  
Chairman

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Robert Boarman  
Secretary