

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS DRAFT MEETING MINUTES
June 13, 2018
MINUTES**

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 7:00 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: Daniel Lutz, Nancy Lutz, James Michael, Lin Dunham, Todd Butler, Floyd Kursey and Robert Boarman

District Associate Supervisors: Mary Sell, Kory Harmison

WVCA/EPCD: Sherry Duncan, Jeremy Salyer, Derrick Tettenburn, Suzy Campbell, Heather Duncan and Barbie Elliott

NRCS: Tim Canfield

Other:

Agenda Approval- Nancy Lutz moved to accept the agenda as presented. Todd Butler seconded. Motion carried.

Minutes- Todd Butler moved to accept the minutes for the May 16 meeting. Nancy Lutz seconded. Motion carried.

Nancy Lutz moved to accept the minutes for the May 29 Special meeting. Todd Butler seconded. Motion carried.

Agency Reports:

WVCA/EPCD:

Derrick Tettenburn-had several EWP calls for Hampshire and Morgan Counties. Hampshire has 4 sites that qualify for EWP money. Morgan County does not have any. James Michael asked what qualifies for EWP. Derrick replied that a site must be 75% blocked and be endangering a structure (ie a house or a barn). The number to call to report flood damage is 800-UCFLOOD. Derrick reminded supervisors that the job showing for the mowing of the dams is 10 am tomorrow morning. Jeremy Salyer reported that if needed money from the Warm Spring Dam 7 Engineering project can be transferred to help with mowing cost.

Jeremy Salyer- Jeremy reviewed his report. The next Quarterly meeting is July 11-12. Supervisor training is July 13. Re-elected supervisors be sure to go to the county clerk's office and take your oath of office. Bring a copy back to district manage. The agency is still working on a Supervisor's Directory. This will be an online directory. HB4015 is requiring that all state tags be turned in. EPCD's district truck does have state tags, so the district manager will be working with Guthrie to find out what needs to be done. The area farm tour will be the week of July 18, time to be set soon. The schedule for the State Fair is online, please get with the district manager if you wish to work the booth. State fair is August 9-18.

Barbie Elliott- Barbie finally talked to Pikes Peak about the persimmon trees that turned out to be Black Locust. They are offering us a full credit on trees, a roll of free paper and will replace the trees. Their recommendation

is replacing them in the spring. They do not recommend planting persimmon in the fall. Supervisors need to make a final recommendation at the next board meeting.

Sign-ups for AEP have started, will end August 24.

After numerous calls from farmers with flooded fields asking for information, Barbie called Dr. Rayburn at WVU. His recommendation is to cut and bale fields as soon as possible but not to use the hay for livestock. He will be in the area on June 20 for a Pasture Walk. James Michael is wondering how we can get information out to farmers. Barbie will call Dr. Rayburn tomorrow and see if he can put together some information that could be sent out through the extension office.

Heather Duncan-Reminder of the education committee that is June 18th at 9 am. We currently have 3 posters that have been turned in and some photos. This meeting will be to judge the posters and the photos and to decide on awards. Next week is National Pollinator Week and Heather is going to set up a table outside our door to distribute seeds and information. She will advertise it on our Facebook page. May 30-31 Heather, Sherry, Barbie, Amy, Nancy, Herb Peddicord and Quincy (Herb's helper) went to Hedgesville Elementary School and did a workshop for 175 first graders. It went very well and they want us back next year.

Suzy Campbell-Suzy thought the meeting on the Chesapeake Bay WHIP Phase III went very well earlier today.

NRCS

Tim Canfield- Looking for sign-ups for their multi-species cover crop program through AMA.

Working on Conservation Stewardship applications

Attended the farm tour on May 29.

Tim went out with Bill Bennett on June 4 to look at the damage done by the flooding. Most of the damage they saw was to crop fields and to stream fencing. Bill has filed a request for help through the federal ECP and EWP program. The estimate turned in was a minimum 500 acres of damage to crop and hay fields.

New Business

Need to start nomination process for the Carroll Greene, Member-at-Large and Honorary Member awards -Review who is eligible for each award. District manager requested nominees at the next board meeting.

Approve Education/outreach specialist contract for FY19 (possible executive session)-Robert Boarman moved to go into Executive Session to discuss employee contract at 7:30 pm. Todd Butler seconded. Motion carried.

Robert Boarman moved to come out of Executive Session at 7:50 pm. Daniel Lutz seconded. Motion carried. Robert Boarman moved to approve the Education/Outreach contract with only one change. The amount allowed for private cell phone usage will be increase from \$25 per quarter to \$100 per quarter. Todd Butler seconded. Motion carried.

Participation in Tomato Fest-will be held August 18 at the Kearneysville Tree Fruit Research and Education Center. Robert Boarman moved not to attend but to promote the event. Floyd Kursey seconded. Motion carried.

City of Martinsburg Rain Barrel MOU-This has not been reviewed by the City of Martinsburg. Supervisors discussed and asked under purpose to add "and/or distributed" and under Responsibilities

to delete “More barrels and kits may be sold as needed if availability is there” Correct copy included with minutes. Kristen Bisom would like to host a Rain Barrel workshop on Sunday, June 24th at 11 am at the Farmers Market. Heather is not able to attend, she asked Floyd if he would be available. Floyd said he would help.

Women in Ag Conference Sponsorship-no action

Approve placing ads for request for bids for OM&R mowing in Morgan Messenger, Winchester Star and Morning Herald-\$315.60-Robert Boarman moved to approve the ads for request for bids for OM&R mowing in Morgan Messenger, Winchester Star and Morning Herald-\$315.60. Nancy Lutz seconded. Motion carried.

Review and approve scoring system for hiring of engineer-Floyd Kursey moved to approve the ads and the ranking system for the hiring of an engineer. Robert Boarman seconded. Motion carried.

Appoint supervisor/supervisors to attend bid openings June 21, at 2 pm.-Robert Boarman moved to nominate Floyd Kursey and Lin Dunham to attend the bid openings on June 21 and to approve bids pending verification. Todd Butler seconded. Motion carried.

Cooperator Approval

Cooperator Approval- Donald Reid, Thomas Kershner, Cristina Vena Mosby, Kenneth Page and Chrissie Mann-Robert Boarman moved to approve Donald Reid, Thomas Kershner, Cristina Vena Mosby, Kenneth Page and Chrissie Mann as cooperators. Floyd Kursey seconded. Motion carried.

Chesapeake Bay Program

Approve Divisional Fencing Payment-Drew Stolipher, John E. Myers-Todd Butler moved to approve the following:

County	First Name	Last Name	Farm #	Tract #	Fd#		Amount	BMP	Check #
Jefferson	Drew	Stolipher	715	197	3,6	1,472	\$2,193.28	Divisional Fencing	10320
Berkeley	John E.	Myers	875	1040	1	463	\$689.87	Divisional Fencing	10323

Daniel Lutz seconded. Motion carried.

AEP Program

AEP 2nd half Lime Payment Approval-Rolling Acres Farm, Sassy Bee Farm, O’Sullivan Farm, James Michael, Roy Robinson-Daniel Lutz moved to approve the following:

	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Tons	Amount	Check #	BMP
1	Berkeley		Rolling Ac	F 357 T 2009 Fd 1a	F338 T 2052	FD 2,	75	114.173	\$2,283.46	10326	Lime
2	Morgan		Sassy Bee	319	173	1,2,3	13.16	27.165	\$ 543.30	10328	Lime
3	Jefferson	O Sullivan	Farm LLC	146	160	6	28.41	56.82	\$ 852.60	10325	Lime
4	Morgan	James R.	Michael	F:425 T 144	Fd a,F 234 T 171	Fd 2,4,6,1b		105.44	\$1,370.72	10322	Lime
5	Morgan	Roy S.	Robinson	F509 T314	fd 1,2,3,4	Deshong	38.87	88.6	\$1,772.00	10327	Lime
Total AEP Payment:									\$6,822.08		

Nancy Lutz seconded. Motion carried.

Sleepy Creek

Septic Repair Payment Approvals-Scalla septic repair-SR&J Enterprises-\$7300-James Michael moved to amend the motion made on November 15, 2017 to increase the amount from \$6152 to \$7300 for the septic repair of Timothy Scalla. This increase is due to changes requested by the Morgan Health Department after excavation had begun. Todd Butler seconded. Motion carried.

Septic Repair Approval-Lee Tomolonis-James Michael moved to approve Lee Tomolonis for septic repair in the amount of \$2519 as bid by GHS. Nancy Lutz seconded. Motion carried.

Septic Pumping Payment Approval-Lyle Graser-\$137.80-Robert Boarman moved to approve Lyle Graser for \$137.80 for septic pumping. Nancy Lutz seconded. Motion carried.

Approve changing sampling guidelines for Sleepy Creek Monitoring-Nancy Lutz moved to change the sampling guidelines for Sleepy Creek Monitoring from 200cfu/100 ml to 100cfu/100 ml. Robert Boarman seconded. Motion carried.

Jefferson County WOIP

Septic Pumping Approvals-Max Moore, Linda Miller, Matthew Kushin, Cynthia Boyle-Robert Boarman moved to approve Max Moore, Linda Miller, Matthew Kushin and Cynthia Boyle for septic pumping. Daniel Lutz seconded. Motion carried.

Approve payment to Harpers Ferry Middle School for transportation to water testing-\$263.76-Robert Boarman moved to approve the payment of \$263.76 to Harpers Ferry Middle School for transportation to water testing. Todd Butler 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.

Supervisor Report

Robert Boarman-Robbie reported that the equipment has been moved to J & P Service and Repair. The district manager had new rental forms made and delivered them to him.

Nancy Lutz-Nancy meet with the League of Women Voters and gave then information on the septic pumping program in Jefferson County and the septic repair program in the Elks Run Watershed.

James Michael-got a lot of rain in Morgan County. The 8 dams held very well and did their job. Berkeley Springs did get some water in the streets and in the State Park.

Daniel Lutz-Danny is working with a farmer in Jefferson County to get them signed up for fence programs.

Floyd Kursey-Floyd attended the farm tour and thought we had some very good farms.

Floyd gave out a scholarship at Spring Mills High School.

Need to add Nominating committee to the next agenda.

Went to Jefferson County Magistrate Count to file papers against past due equipment invoice.

Thought that the equipment transfer went very smoothly.
The price on the storage unit went up from \$82 to \$89 per month.
Need to discuss whether we need a safety deposit box-add to agenda next month.

Lin Dunham-thanked Todd Butler for the use of his building for the Special meeting held after the farm tour.
Lin is working with Davin White from public relations to put together an article informing the public about the 8 dams in Morgan County and how they prevented the flooding from being worse.

Todd Butler-went on farm tour thought it was well organized.

Mary Sell-glad to attend her first meeting as an Associate Supervisor.

Robert Boarman moved to adjourn at 8:40 pm. Todd Butler seconded. Motion carried.

Lin Dunham
Chairman

Robert Boarman
Secretary