

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS DRAFT MEETING MINUTES**

March 15, 2023

MINUTES

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 5:30 p.m. by Nancy Lutz, Chairperson.

The following were in attendance of the meeting:

District Supervisors: Robert Cloud, Robert Boarman, Fred Johnson, Nancy Lutz, Daniel Lutz, and James Michael

Associate Supervisors: David Tabb, Lin Dunham in person. Katelyn Barrow virtual.

WVCA: Jeremy Salyer, Don Whetzel and Kristen Bisom attended in person. Cindy Shreve virtual.

EPCD: Jody Sims

Other: Tim Canfield NRCS in person, Heather Duncan and Sherry Duncan, virtual

Agenda Approval- James Michael moved to approve the agenda. Robert Boarman seconded. Motion carried.

Robert Boarman moved to approve the minutes for 02/15/2023 regular meeting and the 3/1/23 Special Meeting. Fred Johnson seconded. Motion carried.

WVCA/EPCD:

Don Whetzel- reported that Potesta has provided paperwork for the extension of work at Warm Springs 7. He also reported that EPCD needs to decide on readvertising or renewing the EOI for engineering.

*Jeremy Salyer-*reviewed his report. Need to start working on farm winners.

*Cindy Shreve-*reported that an offer was made for the Conservation Specialist position but it was declined. Job will be reposted. She requested that EPCD hold an AgEP committee meeting date TBD

*Sherry Duncan-*reported that she has been working on fiscal duties for the EPCD

*Kristen Bisom-*the rain project at Sam Michaels Park is moving along.

Received no bids for rain garden project.

Jody Sims-gave report on contacting schools and getting projects started.

*Heather Duncan-*Reminded of ¼ meeting registration and Envirothon

Tim Canfield -reviewed his written report

Field Visits

Planning/new customers

- *Lane McIntosh Jefferson County grazing-new customer*
- *Leo Ludovici Jefferson County vegetable crops-new customer*
- *Charlie Moore Berkeley County Grazing existing customer*
- *Mike Nickerson Jefferson County Grazing and vegetable crops new customer*
- *David Martz Berkeley County Honey Producer existing customer*
- *Jill Spangler Berkeley County Grazing new customer*
- *Heather Wright Berkeley County Vegetable crops new customer*

Technical Assistance

- *David Michaels Weed ID and control Berkeley County*
- *Back Creek Bend Farm LLC forest management plan review Berkeley County*

Planning Status

Plans in process but not completed

- *Several plans in process for assessment and ranking for EQIP and AMA program. All planning/new customers above had visits and assessments started.*

Completed Practices- Federal Program Dollars approved in the District

- *114 acres of Integrated Pest Management \$20,977*
- *.6 acres of Access Control \$17*
- *1 102 Conservation Activity Plan \$8,178*
- *6,490 feet of Fence \$17,067*
- *1 Water Well \$9,871*

Field Office Priorities

- *Complete contract reviews on all active contracts (71% completed)*
- *Planning visits to complete assessments, rankings, and cost estimates for EQIP and AMA applications*
- *Encourage CSP applications (Currently 11 on file)*
- *Continuing to Participate on workload committee next meeting 3/21*
- *Continuing to Participate on FY 23 National Customer Experience Committee*
- *Attended WVU winter dinner meeting to provide outreach to participants (March 9th)*
- *Attended 2 planning meetings for LWG within EPCD. 3rd meeting scheduled immediately prior to March Meeting.*
- *Encourage applications for EQIP round 2 and CSP IRA*

Upcoming Deadlines

Easement Monitoring completed by March 31st

Contract reviews completed by March 31st

Application assessment and ranking deadline March 17th

CSP and EQIP round 2 application deadline April 14th

Upcoming Events

EPCD Board Minutes-February 15, 2023

Special Projects

Equity in Conservation Funding Opportunity information email to review
No updates on Sleepy Creek or Warm Springs Run
Participating on National FY23 Customer Experience Enhancement Committee

Staffing Updates

- *Wildlife biologist in partnership with Pheasants Forever announcement closed March 3rd*

Report Copy will be emailed to ASTC-FO and State Conservationist

Committee Reports

Daniel Lutz read his Finance Committee report.

The bank statements have been reviewed, and the appropriate ending balances appear to be in all the accounts.

(Account # 1289) Check # 2479 to Jefferson County Board of Education and (Account # 4738) Check #11623 have not been distributed per the Finance Office of The Board of Education.

(Account #1289) Status of Check # 2480 to the Morgan County Board of Education is not known.

All Supervisors and Associates are reminded to keep Per Diem and Expense Reports up to date and not let them run past 60 days. The reason is not to be burdensome, but to make office life a little easier for the staffers while we are transitioning to new help.

Robbie Cloud gave equipment update, things are going well.

New Business

Robert Boarman moved to approve request for a donation to the WVU Soils Team \$250 Seconded by Fred Johnson. Motion carried

Jim Michael moved to approve payment to Potesta of \$52,984.40 for WS7 pending WVCA approval. Seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to approve payment to Potesta of \$1245 for Sam Michaels Park rain garden (319). Seconded by Jim Michael. Motion carried.

Robert Boarman moved to approve payment to Pikes Peak Nursery of \$780 for tree seedlings (319). Seconded by Fred Johnson. Motion carried.

Robert Boarman moved approve payment of \$341.38 to Green Horizons Turf Farm for motel from general funds.
EPCD Board Minutes-February 15, 2023

Seconded by Robbie Cloud. Motion carried

Clarification on Envirothon teams discussion was had, no action taken

Robert Boarman moved to raise part time district employee salary to \$12.25 plus travel. Seconded by Robbie Cloud . Motion carried.

Robert Boarman moved to approve payment of \$1,950 to Friends of the Shenandoah River for Back Creek monitoring (319). Seconded by Robbie Cloud. Motion carried.

Approve spending up to \$3,000 for Sam Michaels Park rain garden plants and supplies (319). No action taken and will be discussed at future meeting.

Robert Boarman moved to approve spending \$275 for laminated Elks Run watershed map and stickers (319). Seconded by Robbie Cloud. Motion carried.

Appoint supervisor to accept or reject Sam Michaels Park rain garden contract upon bid validation. No action taken at this time since no bids were received.

Jim Michael moved to approve contract for Soil Tunnel Trailer for Elks Run Earth Day event - \$400 (EPCD CBay Comm funds). Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to set price of rain barrels at \$50. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve donating 20 rain barrels for Elks Run Earth Day rain barrel workshop. Seconded by Robbie Cloud. Motion carried.

Jim Michael moved to approve Warm Springs Run 3 and 7 EAP. Seconded by Robbie Cloud. Motion carried.

Education/Outreach

Jim Michael moved to approve the evaluation as presented. Fred Johnson seconded. Motion carried.

Robert Boarman moved that Jody research phone upgrade options and equipment needs. Seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to increase budget for Envirothon training-to \$600 from \$400. Seconded by Fred Johnson. Motion carried.

Jefferson County Water Quality Improvement Program

Robert Cloud moved to approve for septic pumping- Richard Clawson, Shelley Hill, Matthew McDougall and approve septic pumping payments . Seconded by Robert Boarman. Motion carried.

Sleepy Creek 319

Robert Boarman moved to approve Septic pumping application - Thomas Swieczkowski. Seconded by Jim Michael. Motion carried

Ag-Enhancement Program

Jim Michael moved to approve Lime applications. Seconded by Fred Johnson. Motion carried.

Lime Applications

	County	First	Last	Farm	Tract	Field	Acres	Tons	Total
1	Berkeley	Charles	Burkhart	853	4744	1,2,3	20.00	29.20	\$ 730.00
2	Morgan	Frank	Mellott	691			7.69	15.38	\$ 384.50
3	Jefferson	Michael	Duncan Jr	487/997/914	553/962/885	1,2,1	50.00	92.64	\$ 2,316.00
4	Jefferson	Tim	Smith	215/1256	239/1256	3,1	50.00	83.28	\$ 2,082.00
5	Berkeley	James	Hutzler	719	5548	p1,p2,c3	41.53	54.80	\$ 1,370.00
6	Berkeley	Charles	Burkhart	605	50	1A	30.00	54.00	\$ 1,350.00
7	Berkeley	Courtney	Burkhart	614/605	53/50	4,3,1	38.45	37.68	\$ 942.00
						Total	237.67	366.98	\$ 9,174.50

Robert Boarman moved to approve lime payments. Seconded by Fred Johnson. Motion carried.

<i>Lime Payments</i>									
	County	First	Last	Farm	Tract	Field	Acres	Tons	Total
1	Berkeley	Charles	Moore	530	180		45.8	85.05	\$ 2,126.25
2	Jefferson	Harmony Acres		29	320	22,24,6	14.43	28.86	\$ 721.50
3	Jefferson	High Horizon		549	392	4	50	50	\$ 924.00
									\$ -

Financial Reports

Robert Boarman moved to approve financial reports and expenses. Fred Johnson seconded. Motion carried.

Robert Boarman moved to approve payment to Lowe and Associates \$3600 for FY22 Agreed-Upon-Procedures and LOR \$3600 for reimbursement of FY22 Agreed-Upon-Procedures. Seconded by Jim Michael. Motion carried.

Supervisor Reports

Lin Dunham reported on Cacapon park upgrades

Adjourn

Robert Boarman moved to adjourn the meeting at 7:34pm

Nancy Lutz
Chairperson

Kory Harmison
Secretary