

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

May 17, 2023

MINUTES

The Eastern Panhandle Conservation District's special meeting of the Board of Supervisors was called to order at 7:00pm by Nancy Lutz, Chairperson.

The following were in attendance of the meeting:

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

Associate Supervisors: David Tabb, Katelyn Barrow, Lin Dunham

WVCA: Jeremy Salyer, Don Whetzel, Amy Henry, Cindy Shreve, Kristen Bisom, Amy Henry

EPCD: Jody Sims

NRCS: Tim Canfield

WVACD: Heather Duncan

Kory Harmison moved to approve the agenda. Seconded by Robert Boarman. Motion carried.

Robbie Boarman moved to approve minutes from 4/19/23 regular meeting and 5/08/23 special meeting. Seconded by Jim Michael. Motion carried.

Whetzel reported that Jefferson County 713U agreement has been tabled by the Jefferson County Commission.

Kristen Bisom provided a written report.

Tim Canfield report attached. The local workgroup meeting date has changed to June 1.

Danny Lutz moved to hold the local workgroup meeting on June 1. Seconded by Jim Michael. Motion carried.

Jeremy Salyer report attached.

Amy Henry provided a report.

Cindy Shreve reported that she will hold interviews later this month for the Conservation Specialist. Intern has been hired and is awaiting testing. There will be further information coming regarding grant reporting.

Jeremy Salyer provided a written report.

Jody Sims will be attending a grant writing class and is working with schools for Arbor Day.

Heather Duncan thanked EPCD for event help. Encouraged EPCD to work with NRCS in regard to IRA funding opportunities.

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Danny Lutz reported that Ag Day will be on Martin Luther King day. The WVACD is asking if EPCD will host a quarterly meeting.

Robert Boarman shared the scrap book prepared by Jody.

Robbie Cloud reported that equipment is going well but a new tire had to be purchased for drill.

Jim Michael reported there will be a watershed gathering in June and a CBAY tour in Berkely County June 30.

Jim Michael moved to approve morgan county OM&R funding agreement, Warm Springs Run operation and Maintenance agreement, and the Town of Bath agreement. Seconded by Kory Harmison. Motion carried.

Rabert Boarman moved to approve payment to Friends of the Shenandoah River for Back Creek monitoring \$1950 using 319 funds. Seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to approve payment to Kristen Bisom for tree planting supplies and map printing for Elks Run Earth Day event - \$412.73 (319). Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve payment to Kristen Bisom for tree planting supplies and map printing for Elks Run Earth Day event - \$412.73 (319). Seconded by Fred Johnson. Motion carried.

Kory Harmison moved to approve credit card payments for Elks Run items: Clear Ridge Nursery for Earth Day trees - \$379.00; Spirit of Jefferson for rain garden job showing ad - \$45.92; Martinsburg Journal for rain garden job showing ad - \$265.62 (all 319). Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve donation to the WVACD upcoming scholarship auction of \$1000.00. seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to approve donation to Ravenswood High School to go to American Grassland Competition \$250.00. Seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to approve scholarship for Junior Conservation Camp 2/county if needed. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve an ad for Farmland Protection in our Quarterly newsletter. Seconded by Jim Michael. Motion carried.

Robert Boarman moved to approve the purchase of a new laptop up to \$900. Seconded By Fred Johnson. Motion carried.

Robert Boarman moved to approve ordering 40 rain barrel kits-\$3000. Seconded by Jim Michael. Motion carried.

Jim Michael moved to approve for septic pumping- Michael Peterson, Ariel Fox, Kathleen Sanders, Keith Ludlow. Seconded by Fred Johnson. Motion carried.

Kory Harmison moved to approve septic pumping payments – Thomas Wilson \$150- Shelley Hill \$150. Seconded by Robbie Cloud. Motion carried.

Robert Boarman moved to approve Septic pumping payments – Debra Haines \$135.50. Seconded by Robbie Cloud. Motion carried.

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Jim Michael moved to approve septic pumping application – Jill Swearingen, Jeffrey Thompson. Seconded by Fred Johnson. Motion carried.

Robbie Cloud moved to approve FY24 Ag-Enhancement Agreement. Seconded by Fred Johnson. Motion carried.

Robbie Boarman moved approve financial reports and expenses for March and table April. Seconded by Jim Michael. Motion carried.

Jim Michael moved to approve the following LOR's. Seconded by Kory Harmison. Motion carried.

LOR					
Purpose	Amount	Date	ID	CDO	Travel
FY24 Q1 District Support Allotment	\$ 35,428.00	7/1/2023	13956	\$ 19,000.00	\$ 16,428.00
FY24 Q2 District Support Allotment	\$ 18,369.00	10/1/2023	13957	\$ 6,634.00	\$ 11,735.00
FY24 Q3 District Support Allotment	\$ 18,368.00	1/1/2024	13958	\$ 6,633.00	\$ 11,735.00
FY24 Q4 District Support Allotment	\$ 13,674.00	4/1/2023	13959	\$ 6,633.00	\$ 7,041.00

Danny Lutz asked to clarify District Policy with regard to Per Diem and Expense Reports. This concerns keeping our practices consistent with GSA standards. No action was taken, this will be a continuing item of business.

Executive Session-Personnel—none

Supervisor Reports

Tabb reported on working with Ave our Social Security Benefits

Barrow no report

Harmison no report

Michaels no report

Cloud no report.

Dunham no report

Johnson no report

Nancy Lutz provided health update.

Danny Lutz stated that all financial decisions need to be taken through the treasurer. Also asked to have breakdown of accounts and where they are held.

Boarman no report

Robert Boarman moved to adjourn at 8:45pm

Nancy Lutz
Chairperson

Kory Harmison
Secretary