

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
June 21st, 2023
MINUTES**

The Eastern Panhandle Conservation District's 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: Nancy Lutz, Robert Boarman, Daniel Lutz, James Michael, Robert Cloud

Associate Supervisors: David Tabb, Katelyn Barrow, Lin Dunham

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

EPCD: Jody Sims

NRCS: Tim Canfield

WVACD: Heather Duncan

On the Phone: Kristen Bisom, Kory Harmison & Sherry Duncan

James Michael moved to approve the agenda. Seconded by Robert Boarman. Motion carried.

Daniel Lutz moved to defer the approval of the minutes from the 5/17/23 board meeting due to needing an amendment. Seconded by Robert Boarman. Daniel Lutz and James Michael approved. Motion carried.

Kristen Bisom provided a written report.

Tim Canfield provided a written report.

Jeremy Salyer report attached.

Amy Henry provided a report, AgEP 23 closeout.

Robert Boarman moved to approve the payment of the WVACD Annual Dues of \$5,000.00. Seconded by James Michael. Motion carried.

Robert Boarman moved to the donation of a rain barrel to Bethel Church at the cost of \$50.00. Seconded by Robbie Cloud. Motion carried.

Daniel Lutz moved to approve the renewal of our Nursery License at the cost of \$60.00 in order to hold a tree sale. Seconded by Robert Boarman. Motion carried.

Agenda Item : Approve Conservation District Supervisor Travel and Per Diem Policy and Procedure – A Supplemental Meeting will be held Monday, June 26th, 2023 at 10:00am to discuss.

Daniel Lutz moved to approve Jodi Sims' Employee Contract. Seconded by Robert Cloud. Motion carried.

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Robert Boarman moved to approve update of Warm Springs by Don Wetzell. Seconded by James Michael. Motion carried.

Robert Cloud moved to approve paying the remainder of contract amount to Cacapon Resort State Park for room and catering for the Eastern Panhandle Watershed Group Gathering - \$1,159.60. Seconded by Robert Boarman. Motion carried.

James Michael moved to approve paying for nametags for Watershed Group Gathering (Office Depot) - \$9.94. Seconded by Robert Cloud. Motion carried.

Robert Boarman moved to Approve lowest bid for Sam Michaels Park Rain Garden construction – Minghini's General Contractors, Inc., at \$55,000.00 (Elks Run 319). Seconded by Robert Cloud. Motion carried.

Daniel Lutz moved to approve payment for trees and stakes for Driswood Elementary planting (Clear Ridge Nursery) - \$241.00 (Elks Run 319). Seconded by Robert Cloud. Motion carried.

James Michael moved to approve payment for adult gloves for Driswood and future plantings (Lowes) - \$119.56 (Elks Run 319) and Approve payment for kids gloves for Driswood planting (Amazon) - \$143.05 (Elks Run 319). Seconded by Robert Cloud. Motion carried.

James Michael moved to approve payment to Potesta for Sam Michaels Park Rain Garden oversight - \$510.00 (Elks Run 319). Seconded by Robert Cloud. Motion carried.

Daniel Lutz moved to approve moving forward with the Tree Sale. Seconded by Robert Cloud. Motion carried. Tree Sale 2024 – Robert Boarman and Jody Sims are tasked with follow up on this once nursery license is renewed.

Robert Boarman moved to approve fee for booth at the Jefferson County Fair for \$300.00. Seconded by James Michael. Motion carried. Supervisors are encouraged to volunteer.

Vote on Poster and Photo Contest – done both during and after the meeting, winners to be announced later.

Daniel Lutz moved to approve the donation of 20 rain barrels to West Virginia Clean Waters Campaign. Seconded by Robert Cloud. Motion carried.

Robert Cloud moved to approve a cellphone for Jody Sims. Seconded by James Michael. Motion carried. Daniel Lutz to complete some research on possible phones and plans that would be suitable.

Robert Boarman moved to approved septic pumping for Delores LeMaster, Holly Lambert, William Nicewarner, Diana Wesley, Jerry Franklin, Barbara Bir and Douglas Borella. Seconded by Robert Cloud. Motion carried.

Robert Cloud moved to approve septic pumping payments for Kathleen Sanders and Paul Greene. Seconded by Daniel Lutz. Motion carried.

James Michael moved to approve septic pumping payment for Warren Steiner. Seconded by Robert Cloud. Motion carried.

Robert Boarman moved to approve septic pumping application for Chris Brown and Judie Lieu. Seconded by Robert Cloud. Motion carried.

James Michael moved to approve the AG-Enhancement program Lime payments. Seconded by Robert Cloud. Motion carried.

LIME: Payment Approvals

	County	First	Last	Farm	Tract	Field	Acres	Tons	Total
1	Jefferson	Walter	Tucker	1268, 990	1260, 954	1, 1	19.44	38.88	\$ 972.00
2	Jefferson	HyCrest Farms LLC		115	127	7(partial), 4	49.96	69.96	\$ 1,154.34
3	Morgan	Darren	Gosnell	13	431	Front	12.26	18.39	\$ 279.95
4	Morgan	Dale	Winstead	1	342	2 & 3	8.23	4.12	\$ 75.19
5	Morgan	Dale	Winstead	1	342	1	3.92	1.96	\$ 35.77
6	Berkeley	Jason	Lewis	1336, 646	5419, 249	4, 1	37.20	42.34	\$ 677.44
7	Jefferson	Joseph A	Ware	139	153	6, 8 partial	50.00	79.22	\$ 1,980.50
8	Berkeley	Matthew Scott	Sibert	357	2009	1- Corn and Soybean	50.00	100.00	\$ 1,750.00
							231.01	354.87	\$ 6,925.19

Robert Boarman moved to approve the Chesapeake Bay Program Divisional Fence payments. Seconded by Robert Cloud. Motion carried.

	County	First	Last	Farm	Tract	Field	BMP	Fence (ft)	Pipeline (ft)	Trough	Total
1	Jefferson	Michael	Duncan, Jr	484	554	4	Temporary Fence w/charger	800			\$ 344.00
2	Jefferson	Honey Locust Farms LLC		1270	1263	41	Temporary Fence w/charger	1230			\$ 528.90
3	Berkeley	Cody	Miller	Home Farm		Behind house	Temporary Fence without charger	492			\$ 103.32
4	Jefferson	William Rawlings/Rawlings Farm LLC		1187	1165	2,6	Permanent Fence/Temporary Fence/Pipeline/Trough	2975	1350	2	\$ 5,552.00
5	Berkeley	Brian	Dorsey	Home Farm		Beside House	Temporary Fence w/charger/pipeline/trough	490	550	1	\$ 2,823.68
6	Jefferson	Locust Grove Farm: Partial Payment		201	226	80	Permanent Fence	531			
7											
8											

									6518	1900	3	\$9,35 1.90
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Robert Boarman moved to approve the financial reports and expenses. Seconded by Robert Cloud. Motion carried.

Jim Michael moved to approve the following LOR's. Seconded by Robert Cloud. Motion carried.

FY24 O&M Pikeside Channel \$5,450.00

FY24 O&M Evitts Run Channel \$5,450.00

FY24 O&M Warm Springs Run \$43,600.00

Additional Informative Resources Compliments of Nancy Lutz – a discussion followed.

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 PFAS information resources.

Danny Lutz no report

Boarman no report

Upcoming Dates: Next board meeting-July 19, 2023, 7 pm.

Robert Boarman moved to adjourn the meeting at 9:17 pm. Seconded by James Michael. Motion carried.

The meeting adjourned.

Nancy Lutz
Chairperson

Kory Harmison
Secretary