

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS DRAFT MEETING
August 30th, 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 or absent at 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, and Lin Dunham (Absent)

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

EPCD: Jody Sims

NRCS: Tim Canfield

WVACD: Heather Duncan (Absent)

Public: Jamison Smith (Jefferson FFA Advisor), Hunter Ours (Jefferson FFA), Brady Marnoch (Jefferson FFA), Aiden Fisher (Washington FFA)

Pledge of Allegiance. Moment of silence.

Robert Boarman moved to go into an Executive Session for Personnel. Seconded by Fred Johnson. Motion carried.

Introductions were made around the room for all present.

Daniel Lutz moved to officially recess from the Executive Session. Seconded by Kory Harmison. Motion carried.

Robert Boarman moved for the removal of Nancy Lutz as chair. Seconded by Robert Cloud. Motion carried.

Robert Boarman moved to approve agenda. Seconded by Robert Cloud. Motion carried.

Fred Johnson moved to approve minutes from 07/19/2023 Board Meeting. Seconded by Kory Harmison. Motion carried.

Kory Harmison moved to approve minutes from 08/03/2023 Supplemental Board Meeting. Seconded by Fred Johnson. Motion carried.

Agency Reports:

Cindy Shreve reported on grants, cover crop approvals.

Jeremy Salyer suggested having Jamison Smith from Jefferson FFA report on the Envirothon Competition.

Jamison and the students thanked the EPCD and gave a brief report. 30 teams competed. Discussed ensued, we offered further assistance to their education efforts. They informed on future endeavors including 'Basket Bingo', Career Development Events, leadership development events, bake sale of some kind, coffee fundraiser.

Tim Canfield offered a report for NRCS.

Erin Krieger gave a brief report, she will update further later in our meeting.

Kristen Bison also gave a brief report, mentioned the fairs and our involvement. Reminded everyone regarding the edibility and availability of our septic programs.

Amy Henry remarked on the assistance from Erin and Emily, listed the many tasks they have been involved with, her report will be further discussed later. Amy reminded everyone of several future meeting dates.

Jeremy Salyer reported that the audit will be happening soon. He reported on the farm winners and the future of his position. Interviews were held, a selection and offer has been made and accepted, still waiting on further details. No more information is available at present.

Committee Meeting Reports

Daniel Lutz provided a financial report. He read his sent email aloud and discussed further details. He expressed concern regarding the credit cards and the liability insurance policy.

Jody Sims gave a brief update from the county and state fairs, more to come later. She passed around thank you cards from attendees of the Junior Conservation Camp.

Daniel Lutz offered a blanket thanks to everyone that helped at the Jefferson County Fair. Jody Sims thanked the supervisors for their assistance at the county fairs.

Some discussion regarding the State Fair. Jody Sims met another Education Outreach Specialist and discussed their positions and offered assistance. The apples and peaches were a wonderful idea and well-received by all. Jody thanked the board for approving her attendance.

New Business

Lack of motion to approve WVU Women in Agriculture Conference Sponsor Request.
Motion denied.

Robert Boarman moved to approve Warm Springs EAP's, 1, 5, 6 & 7. Seconded by Kory Harmison. Motion carried.

Robert Boarman moved to approve Potesta Invoice #166194, EPCD – Warm Springs Run Dam #7, \$52,984.40. Seconded by Fred Johnson. Motion carried.

Warm Springs 7 Repair Progress Discussion and report from Don Whetzel.

Robert Boarman moved to approve paying for the annual MS Office License - \$551.70.
Seconded by Kory Harmison. Motion carried.

Supervisors to submit current photos to the WVACD by September 30th. Discussion regarding how to coordinate this, we will be taking the photos at the next meeting and AS will submit them.

WV Ethics Commission Newsletter for all to read.

Jefferson County Agricultural Input Meeting Press Releases for all to read.

2023 WVACD nomination forms for Honorary Member and Member at Large.

Robert Boarman moved to approve quarterly payment to BRIM for the District Liability Insurance, \$1,266.00. Seconded by Fred Johnson. Motion carried.

Discussion regarding Conservation District Supervisor Travel and Per Diem Policy and Procedures Manual, still many questions to be answered. Consistency has been requested of our Supervisors to fill out their paperwork.

Fall Banquet, costs, invitees, door prize, etc. Approximate total cost for 100 : \$3,001.92
Discussion regarding all the costs involved. Supervisors agreed to invite FFA presidents and Vice presidents and extending the invitation to 4H all stars. Robert Boarman moved to approve a maximum cost of \$3,200.00. Seconded by Fred Johnson. Motion carried.

Transportation, further discussion regarding purchase of truck. Robert Boarman has researched vehicles and prices, still deciding. Jeremy Sayler recommended discussing the funding of the truck with the Treasurer.

Tree Sale discussion, Jody Sims gave a list of tree options for purchase.
Fred Johnson moved to approve moving forward with the tree sale this year. Seconded by Kory Harmison. Motion carried.

Daniel Lutz recommended a Supplemental meeting after labor day to discuss the Tree Sale further.

Kory Harmison moved to approve septic pumping for - Dixie Secrest, Mark Werner, Jennifer Castro. Seconded By Robert Boarman. Motion carried.

Daniel Lutz moved to approve septic pumping payments for: Holly Lambert, Diana Wesley, Matt Kushin, Michael Peterson, William Nicewerner. Seconded by Kory Harmison. Motion carried.

Daniel Lutz moved to approve septic pumping payments for: Judie Lieu \$150.00. Seconded by Kory Harmison. Motion Carried.

Kory Harmison moved to approve \$1,950 for Back Creek water quality monitoring to Friends of the Shenandoah River. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve \$140,000 for Back Creek Bayer easement closing to Jackson/Kelly PLLC. Seconded by Robert Cloud. Motion carried.

Daniel Lutz moved to approve \$2,130 for Elks Run Sam Michaels Park rain garden oversight to Potesta. Seconded by Kory Harmison. Motion carried.

Robert Boarman moved to approve Bill Butler's application transfer to his son, Todd Butler.
Seconded by Kory Harmison.

Daniel Lutz moved to re-open the C-Bay Cover Crop program until September 15th. Seconded by Kory Harmison. Motion carried.

Robert Boarman moved to approve Pollinator Habitat Plot Applicants. Seconded by Robert Cloud. Motion carried.

Robert Boarman moved to approve Memorandum of Understanding (MOU) & 3 LOR's (FY24 O&M Pikeside Channel, FY24 O&M Evitts Run Channel & FY24 O&M Warm Springs Run). Seconded by Kory Harmison. Motion carried.

Robert Boarman moved to approve financial reports and expenses. Seconded by Kory Harmison. Motion carried.

Fred Johnson moved to approve LOR for Elks Run Phase III funds: \$46,800.00. Seconded by Kory Harmison. Motion carried.

Fred Johnson moved to approve LOR for NPS 1788 Back Creek Easements: \$87,400.00. Seconded by Kory Harmison. Motion carried.

Audits from the 3 previous years from District Fiscal

Supervisor Reports

Correspondence

WVU Soils Team Thank-You Letter

Executive Session-Personnel—called for at the beginning of the meeting by Robert Boarman.

Robert Boarman moved to adjourn at 9:00pm

Meeting adjourned.

James Michael
Acting Chairperson

Kory Harmison
Secretary