

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

**September 20<sup>th</sup>, 2023**

The Eastern Panhandle Conservation District's meeting of the Board of Supervisors was called to order at 7:00pm by James Michael, Acting 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 (Absent) and James Michael

**Associate Supervisors:** David Tabb

**WVCA:** Jeremy Salyer, Don Whetzel (Virtual), Amy Henry, Cindy Shreve, Kristen Bisom, Erin Krieger (Virtual)

**EPCD:** Jody Sims

**NRCS:** Tim Canfield

**WVACD:** Heather Duncan

**Public:** Jackie Michael

**Virtual/Remote:** Erin Krieger, Aimee Figgatt, Nancy Lutz, Mary Sells, Katelyn Barrow, Don Whetzel

Pledge of Allegiance. Prayer.

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

Robert Boarman moved to approve minutes from 08/30/2023 Board Meeting. Seconded by by Fred Johnson. Motion carried.

Introductions were made around the room for all present.

## **Agency Reports:**

Cindy Shreve offered a brief report.

Kristen Bisom reported that agency staff had attended an all-staff meeting in Flatwoods recently and will update further later in our meeting.

Amy Henry gave a brief report regarding applications, will give further details later in our meeting.

Erin Krieger will update further later in our meeting.

Jeremy reported that our audit will be scheduled soon, the awards banquet is upcoming and his replacement will be starting soon. A written report was provided.

Tim Canfield offered a report for NRCS, a written copy was provided.

EPCD Gathering is scheduled for October 12<sup>th</sup>, 2023 at the WVU Tree, Fruit and Research Center in Kearneysville.

Don Whetzel requested a supplemental meeting for approval of a purchase for Warm Springs 7 and to discuss replacing Lin Dunham as the former representative for Warm Springs 7.

A Supplemental Meeting will be scheduled for September 27<sup>th</sup> at 10:00am.

Amy Figgatt had some technical difficulties. She thanked us for utilizing the Soil Tunnel Trailer and returning it in good condition.

Heather Duncan encouraged everyone to send in their forms checks for the October quarterly meeting, deadline for registration is soon.

Treasurer training is upcoming, Monday, October 16<sup>th</sup> at 2:00pm, please submit your questions and requests.

## **Committee Meeting Reports**

Daniel Lutz requested a date for the Chesapeake Executive Council meeting. October 19<sup>th</sup> at 1:00pm in D.C.

Daniel Lutz provided an update for upcoming meetings.

The Region meeting will be held here.

A written Treasurer's Report is provided.

Jody Sims mentioned the Tree Sale, it will be further discussed later.

James Michael provided an update on Watersheds and Dams. He commented that they are well-maintained and looking wonderful.

### **New Business**

Robert Boarman moved to designate money for a luncheon for the Eastern Region meeting to be held here on October 3<sup>rd</sup>, 2023. Seconded by Fred Johnson. Motion carried. Budgeting for 12-14 people, approximately \$150.00.

Robert Boarman moved to approve to accept David Tabb as representative from: The Jefferson County, WV Local Emergency Planning Committee (LEPC) of the Jefferson County Office of Homeland Security to the EPCD. Seconded by Daniel Lutz. Motion carried.

Robert Boarman moved to approve the appointment of a Fred Johnson as the new Chairperson. Seconded by Robert Cloud. Motion carried.

Jody Sims offered a report on her tasks along with her written report.

Robert Boarman moved to approve gift cards for poster and photo contest. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve travel to San Diego for NACD Conference, approximately \$3,000. Seconded by Fred Johnson. Motion carried.

Aimee Figgatt provided further information regarding the conference, she informed us that Jody was offered a scholarship and a volunteer opportunity to offset the cost. This conference is an honor and an excellent opportunity for Jody to attend, she was chosen as 1 of 5 educators to attend.

Nancy Lutz had several questions regarding the cost which were answered by Daniel Lutz.

Robert Boarman moved to approve a 25% deposit in the amount of \$6,470.00 for Adam County Nursery by October 1<sup>st</sup>. Seconded by Fred Johnson.

Discuss the TA Lowery high tunnel repair, approximate cost \$8,000. Recommendation to discuss different funding options, possible grants or have the Board of Education assist with funding. That price would require a contract, which would also require

a minimum of 3 bids. Research to be conducted by Jody Sims and brought back at the next board meeting in October.

Discussion regarding a new truck for district use.

Fred Johnson moved to approve the purchase of a new truck for the approximate cost of \$55,000.00. Seconded by Robert Cloud. Motion carried.

Daniel Lutz moved to approve septic pumping application for - Gregory Mitchell. Seconded By Fred Johnson. Motion carried.

Daniel Lutz moved to approve septic pumping payments for: Ariel Fox \$150; Jennifer Castro \$150; Barbara Bir \$150. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve Sleepy Creek septic pumping application – Raymond & Carmen Winiarski. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve MOU with Berkeley County Farmland Protection Board for Back Creek conservation easement project. Seconded by Fred Johnson. Motion carried.

Robert Boarman moved to approve reimbursement to Amy for Farm tour snacks- \$59.56. Seconded by Fred Johnson. Motion carried.

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

Daniel Lutz moved to approve Roof Runoff. Seconded by Robert Cloud. Motion carried.

Daniel Lutz requested a motion to approve supervisors to attend the Chesapeake Bay Executive Council meeting. Robert Boarman moved to approve. Seconded by Fred Johnson. Motion carried.

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

Financial discussion followed. An audit will happen soon, we would like to discuss the option of a credit card audit due to some discrepancies. There would be an additional fee if we were to do that.

### **Supervisor Reports**

### **Correspondence**

### **Executive Session**

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**Robert Boarman moved to adjourn at 9:00pm**

**Meeting adjourned.**

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James Michael  
Acting Chairperson

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Kory Harmison  
Secretary