

**Eastern Panhandle Conservation District**  
**BOARD MEETING**  
**December 18<sup>th</sup>, 2024, 5:00 pm.**  
**Minutes**

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on December 18<sup>th</sup>, 2024, commencing at 5:00 pm at Eastern Panhandle District Office and Via Teams. The meeting was called to order by Chairman Danny Lutz.

Quorum of: Danny Lutz, Nancy Lutz, Robert Boarman, Carla Kitchen, Robert Cloud

**Supervisors Present:** Danny Lutz, Nancy Lutz, Robert Boarman, Carla Kitchen, Robert Cloud

**Associate Supervisors:** David Tabb, Betsy Plumer (Virtual)

**WVCA:** Talon LeFevre, Erin Krieger, Don Whetzel, Hannah Weikert, Davin White (Virtual)

**NRCS:** Tim Canfield

**WVACD:** Vanta Coda (Virtual)

**Jefferson Co. Commission:**

Chairman Lutz called the meeting to order, and the Pledge of Allegiance conducted.

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**Reading/Approval of the Agenda/Minutes:**

*December 18<sup>th</sup>, 2024, Agenda:* Nancy Lutz moved to approve the agenda as presented; second by Robert Boarman, motion approved.

*November 25<sup>th</sup>, 2024, Regular Meeting Minutes:* Nancy Lutz moved to approve the minutes with the name Carla Kitchen corrected for spelling; second by Robert Boarman, motion approved.

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**New Business**

D/M EPCD page for the 2024 WVCA Annual Report: Davin White solicited information from the board to be included in the Annual Report.

D/M Dinner Meeting Sponsorship: Robert Boarman motion to sponsor up to \$400.00; second by Carla Kitchen; motion approved.

D/M 2024 Drought Assistance Program: Applications will be accepted until January 30<sup>th</sup>, 2025.

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D/M Reimburse Danny Lutz \$478.06 for the purchase of 2025 planners: **Carla Kitchen motion to just pay the Myron Invoice; second by Robert Cloud; motion passed.**

D/M CEOS Garden Club Requested a donation of 3 rain barrels: **Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

D/M Status of representative on Berkeley County Farmland Protection Board: **Robert Boarman motion to remove Fred Johnson and select a new representative with County Commission approval; second by Robert Cloud; after discussion, Nancy Lutz called for question and a roll call vote; Robert Boarman – Yes, Carla Kitchen – Yes, Robert Cloud – Yes, Nancy Lutz – No; motion approved.**

D/M Revising Policy Manual to comply with BRIM: **Board agreed to handle this as a committee of the whole as directed by the chairman.**

D/M Change meeting time to daytime hour: **Robert Boarman motion to move back to 7:00PM; second by Carla Kitchen; motion approved by a vote of 3:1.**

D/M Consider hiring an intern to be a fill-in for the AS; help with newsletter, web page, etc: **Robert Boarman motion to hire a part-time Office Support Staff up to 24 hours per week; second by Robert Cloud; motion approved. Board will develop job description.**

D/M Claymont Letter of Support: **Vanta Coda provided information regarding Claymont as well as Powder Keg Farms (PVCD) that would be doing a project in EPCD also. He requested letters of support for both be approved and signed. Robert Cloud motion to approve; second by Nancy Lutz; motion approved.**

### **Other Items**

**Robert Boarman motioned to go into Executive Session to discuss personnel matters; second by Carla Kitchen; motion approved by a vote of 3:1.**

**Discussion was held. Nancy Lutz motioned to end Executive Session; second by Robert Cloud; motion approved.**

**As a result of the Executive Session, Robert Boarman motioned to remove Kevin and Betsy Plumer as Associate Supervisors of EPCD; second by Robert Cloud; Nancy Lutz requested a roll call vote; Robert Boarman – Yes, Carla Kitchen – Yes, Robert Cloud – Yes, Nancy Lutz – No; motion approved by a vote of 3:1.**

**Old Business**

**D/M P-Card or Credit Card Resolution: Danny discussed that the debit card wouldn't work due to a PIN # issue. He and the treasurer, as well as others will go to the bank to resolve the issue. Also, Carla Kitchen will be added as a signatory on the checking accounts.**

**Jefferson County Water Quality Improvement Program**

**D/M Approve Septic Pumping Applications: Steven Reid: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Septic Reimbursements of \$150.00 each: Ronald Wunder, Melissa Gobs: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**Agriculture Enhancement / Chesapeake Bay Program**

**D/M Erin Kreiger discussed funds remaining and requested to extend the agreements for Divisional & Stream Fencing: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Gruber Farms Divisional Fence Application up to \$8,000.00: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Divisional & Stream Fence payment for Daryl LaRusso for \$1,741.68: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Lime payments for Pual Schildt \$975.00, Terrence Vesper \$630.00, Charles Racey \$974.44, Butler Family Limited Partnership \$596.75, Vince Kesecker \$403.50, Creek Bound Farms \$1,484.50: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Exigency Program payments for Luke Knotts \$182.50 for Revegetation Feeding Areas, Honey Locust Farms LLC \$317.62 for Cover Crop. Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Cover Crop payments for the following, totaling \$189,231.50: Robert Boarman motion to approve; second by Carla Kitchen; motion approved. Robert Cloud abstained.**

Adam B. Link IV	\$	2,000.00
Andrew Omps	\$	1,550.00
Banks Alta-Vista Farms LLC	\$	6,025.50
Billy R Bennett	\$	1,650.00
Brian Brannon	\$	480.00
Brown's Farm LLC	\$	1,350.00
Butler Family Limited Partnership	\$	1,100.00

Charles T. Burkhart II	\$	4,860.50
Christina R. Barnard	\$	6,250.00
Christopher Levy	\$	250.00
Clayton Canby	\$	3,955.50
CreekBound Farms, LLC	\$	2,520.00
George W. Folk	\$	2,789.00
Gerald DeHaven	\$	5,081.50
Gruber Farms	\$	6,250.00
Guy M. Cole	\$	3,256.50
Harmony Hill Farm LLCa	\$	150.00
High Horizon's Farm Inc.	\$	6,250.00
Honey Locust Farms LLC	\$	700.00
J. Todd Butler D-B-A Butler Farms	\$	3,133.50
James T. Blue & Sons, Inc	\$	6,250.00
Jason Roach	\$	6,231.50
Jason W. Magaha	\$	6,000.00
Jeremy B. Perkins	\$	2,144.00
Jeremy M Glassford	\$	2,382.00
Jeremy R. LaRue	\$	2,707.50
Jimmy Duncan	\$	1,006.50
Legacy Farming & Trades LLC	\$	6,250.00
Linton Bros Inc	\$	6,250.00
Locust Grove Farm	\$	5,398.50
Luke Knott	\$	2,237.50
Lyle C. Tabb & Sons Inc	\$	6,250.00
M.F. Ankers & Sons	\$	1,500.00
Mark S Glascock II	\$	1,880.00
Michael D. Duncan Jr.	\$	6,250.00
Michael Farms LLC	\$	4,375.50
Michael W. Unger	\$	850.00
Oakwood Farm	\$	5,405.00
Owens Farm LLC	\$	3,720.50
Paul M. Miller II	\$	3,205.00
Paul W. Engle	\$	2,603.00
Ralph B Moler	\$	6,250.00
Robert M. Cloud	\$	250.00
Rolling Acres Farm	\$	5,936.50
Scott Daniel	\$	6,250.00
T. Todd Hough	\$	4,142.50
Thomas E LeFevre	\$	6,250.00
Timothy B. Folk	\$	2,446.00

Timothy W. Smith	\$	6,250.00
Weddle Properties, LLC	\$	4,595.00
William M. Nicewarner	\$	1,727.00
Jason B. Lewis	\$	1,158.50
Matthew S. Sibert	\$	1,477.50
	\$	<b>189,231.50</b>

**Warm Springs**

**D/M Approve and sign Professional Service Agreement with D’Appolonia: Nancy Lutz motion to approve; second by Robert Boarman; motion approved.**

**Watershed Grants (319 and Chesapeake Bay)**

**D/M Approve Sleepy Creek septic pumping reimbursement payments at \$150 each for Jamie Morris, Kevin Rasmussen & David Richards, Jean/Pierre Hsu, Katherine Bohrer, Cathie Yard-Hansler: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**D/M Approve Sleepy Creek septic repair payment to Liberty Excavating for \$7,000.00: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**Financial Reports**

**D/M Approve Treasure’s Report, EPCD Co-Administered Funds Cash Balance Report, and Operating Account Activity: Nancy Lutz motion to approve; second by Robert Cloud; motion approved.**

**Carla Kitchen motion to adjourn the meeting; second by Robert Cloud; motion approved; meeting adjourned.**

Minutes recorded and prepared by Don Whetzel – WVCA District Operations Manager East

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 Chairperson

