Eastern Panhandle Conservation District

BOARD MEETING

***March 19th, 2025,* 7:00 pm.**

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on March 19, 2025, commencing at 7:00 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, Jim Michael

Supervisors Present: Danny Lutz, Nancy Lutz, Robert Boarman, Carla Kitchen, Robert Cloud, Jim Michael
Associate Supervisors: David Tabb
WVCA: Talon LeFevre, Erin Krieger, Don Whetzel, Hannah Weikert, Skylar Brown
NRCS: Brooke Clutter
WVACD: Vanta Coda (Virtual)
Jefferson Co. Commission:

Chairman Lutz called the meeting to order.

Welcome & Introductions:

Members of the 2 Jefferson County High School Envirothon teams and their advisor were present to request funding/sponsorship for participation in this year's upcoming competition at Cedar Lakes. They were making the request on behalf of the FFA team as well. The cost is $369 per team. **Nancy Lutz moved to sponsor all 3 teams for a total of $1107; second by Robert Cloud, motion approved.**

Reading/Approval of the Agenda/Minutes:

March 19th, 2025 Agenda: **Nancy Lutz moved to approve the agenda as presented; second by Jim Michael, motion approved.**

January 15th, 2025, Regular Meeting Minutes: **Nancy Lutz moved to approve the minutes; second by Robert Cloud, motion approved.**

March 4th, 2025, Supplemental Meeting Minutes: **Nancy Lutz moved to approve the minutes; second by Jim Michael, motion approved.**

Invoices/Reimbursements:

D/M CoxHollidaYoung, PLLC Invoice for February 2025 - $800.00: **Robert Boarman moved to approve; second by Robert Cloud, motion approved.**

D/M Reimburse Danny Lutz for postage for a total of $289.85: **Robert Boarman moved to approve; second by Robert Cloud, motion approved.**

Correspondence:

D/M DMV – License Renewal – Ford Truck (new): **Carla Kitchen to handle.**

D/M US Dept of Commerce – 2024 Annual Survey of Local Government Finances: **Danny to call.**

D/M Soil and Water Conservation Society – Membership Renewal Notice: **Nancy Lutz moved to Renew at the $115 level; second by Jim Michael, motion approved.**

D/M Dept of Treasury – IRS – Change of address in their system: **Dany to call.**

D/M The Journal – Newspaper Renewal: **Send cancellation letter.**

D/M WVU Soils Team – Request for donation to attend 2025 National competition: **Robert Boarman moved to donate $200.00 designated to assist Jaden Wiser; second by Jim Michael, motion approved.**

New Business:

D/M Approval of Spring 2025 Newsletter – 12 pages, full color, ~500 letters
1. Progressive Printing - $1,994.00
2. Printing Impressions - $1,319.80

Robert Cloud moved to approve Progressive Printing; second by Carla Kitchen, motion approved.

D/M Approve FY26 Administration **Agreement: Robert Cloud moved to approve with the fence amendment included; second by Nancy Lutz; motion approved.**

D/M Determine County submissions for Conservation Farm of the Year contest: **Discussion to have selection by beginning of June.**

D/M Determine new Forestry related fundraiser for 2026: **Discussion held.**

D/M Approval of poster/photo contest newspaper ad and pricing up to $1000: **Will be considered news article and will be free. Robert Boarman moved to approve; second by Robert Cloud, motion approved.**

D/M Supplies for Girl Scout badge workshop up to $100: **Robert Boarman moved to approve; seconded by Robert Cloud, motion approved.**

D/M Morgan County supervisor vacancy: **Jim Michael expressed interest in stepping down as Morgan County Supervisor and serve as an Associate Supervisor. Robert Boarman moved to open nominations; second by Robert Cloud, motion approved. Stephen Elko was nominated by Nancy Lutz to serve as Supervisor – Morgan County and Jessica Harmison was nominated by Robert Cloud to serve as Supervisor – Morgan County. Jim**

Michael was nominated by Nancy Lutz to serve as an Associate Supervisor. Carla Kitchen moved to close nominations; seconded by Robert Cloud, motion passed. Chairman Danny Lutz called for a unanimous vote to accept the nominations, and it was given by Carla Kitchen.

D/M Drought resiliency workshop: **After a brief discussion it was decided to add it to the March 25th supplemental meeting agenda.**

D/M Rain barrels (40+) at Fred Johnson's: **After a brief discussion it was decided to wait until the trailer is empty enough to hold the barrels still at Fred's and then move them to the trailer.**

D/M Spring Seed Sale with American Seed Co.: **Danny provided details of the possibility of a Seed Sale. No action was taken.**

D/M Nominate district representative to the Jefferson County Water Advisory Board: **David Tabb was appointed by the board.**

D/M Equipment/Equipment Manager (Position Description/Application/Contract): **The items were discussed. No action was taken.**

D/M Funding educational materials for tabling up to $200: **Robert Boarman moved to table this until the March 25th Supplemental Meeting; seconded by Robert Cloud, motion approved.**

Old Business:

D/M Truck Sale: **Robert Cloud moved to have Robert Boarman handle the sale; seconded by Carla Kitchen, motioned approved.**

WVDA Drought Assistance:

D/M Checks sent out March 4th : **Nancy Lutz moved to approve/confirm the checks were processed and mailed; second by Robert Boarman, motion approved.**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

D/M Thomas Newcomer, Gloria Thatcher, Patti Corley, Jonathan Mess: **Robert Boarman moved to approve; second by Robert Cloud, motion approved.**

PAYMENTS:

D/M H. max Derr $150.00, David Wilson $150.00: **Robert Cloud moved to approve; second by Robert Boarman, motion approved.**

Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperator Conservation Agreement:

D/M Jeremy Stuckey – Berkeley Co.: **Jim Michael moved to approve, second by Robert Boarman, motion approved.**

Exigency Program:

D/M Pasture Re-seeding **:** Andrew LeFevre $500.00 : **Nancy Lutz moved to approve; second by Robert Cloud, motion approved.**

APPLICATIONS:
D/M Lime: Robert Bane: **Robert Boarman moved to approve, second by Robert Cloud, motion approved.**

PAYMENTS:

D/M Frost Seeding**:** Robert Cloud $500.00, Rich Talbott $429.00, Louie Talbott $407.80, William Grantham $424.00, Terry Morgan $500.00: **Robert Boarman moved to approve; second by Carla Kitchen, motion approved. Robert Cloud abstained.**

D/M Lime**:** Vince Kesecker $342.00, Perry Jenkins $2250.56: **Robert Boarman moved to approve, second by Carla Kitchen, motion approved.**

D/M Interior Fence**:** Gruber Farms, 682.74ft interior fence, 4,253.99ft temp w/charger fence $3,247.74 **Robert Boarman moved to approve; second by Robert Cloud, motion approved.**

Warm Springs Run Flood Control Structures:
Minutes from the Warm Springs #7 Project update meeting that occurred on February 25th with D'Appolonia were provided to the board members.

NPS & State 319 Water Quality Programs:

Sleepy Creek Septic:

APPLICATIONS:

D/M Toby and Keri Puffenberger: **Robert Cloud moved to approve; second by Robert Boarman, motion approved.**

PAYMENTS:

Elks Run:

Back Creek:

Financial Reports:
D/M Treasurer's Report
D/M EPCD Co-Admin Funds Cash Balance Report
D/M Operating Account Activity
Nancy Lutz moved to approve all reports as presented; second by Jim Michael, motion approved.

Robert Boarman moved to adjourn the meeting; second by Robert Cloud; motion approved; meeting adjourned.

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

X

Chairperson