

Eastern Panhandle Conservation District

BOARD MEETING

April 16th, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on April 16, 2025, commencing at 7:00pm 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, Jessica Harmison, and Jim Michael (Virtual)

**Supervisors Present:** Danny Lutz, Nancy Lutz, Robert Boarman, Carla Kitchen, Jessica Harmison, and Jim Michael (Virtual)

**Associate Supervisors:** David Tabb

**WVCA:** Melinda Valentine – Scott, Don Whetzel, Talon LeFevre, Hanna Weikert, Skylar Brown, Erin Kroeger (Virtual)

**NRCS:** Brooke Clutter

**WVACD:**

**Jefferson Co. Commission:**

Chairman Lutz called the meeting to order.

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**Welcome & Introductions:**

Introduced new Morgan Co Supervisor, Jessica Harmison.

Introduced new AS, Melinda Valentine – Scott

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

April 16th, 2025 Agenda: **Robert Boarman moved to approve the agenda as presented; second by Carla Kitchen, motion approved.**

March 19<sup>th</sup>, 2025, Regular Meeting Minutes: **Robert Boarman motioned to approve the minutes; second by Carla Kitchen, motion approved.**

March 25<sup>th</sup>, 2025, Supplemental Meeting Minutes: **Robert Boarman motioned to approve the minutes as corrected; second by Carla Kitchen, motion approved.**

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**Invoices / Reimbursements:**

**D/M Danny Lutz reimbursement for postage (\$19.15, \$9.60, and \$38.51) for a total of \$67.26: Nancy Lutz moved to approve; second by Jessica Harmison, motion approved.**

**D/M Danny Lutz reimbursement for duplicate title \$15.00: Nancy Lutz moved to approve; second by Jessica Harmison, motion approved.**

**D/M Carla Kitchen reimbursement for Registration renewal \$51.50: Nancy Lutz moved to approve; second by Jessica Harmison, motion approved.**

**D/M Robert Boarman reimbursement for postage \$8.95: Nancy Lutz moved to approve; second by Jessica Harmison, motion approved.**

**D/M CoxHollidaYoung, PLLC invoice for March 2025 – \$800.00: Robert Boarman moved to approve; second by Nancy Lutz, motion approved.**

**D/M D’Appolonia invoice #022525 for Warm Springs #7– \$104,958.75: Robert Boarman moved to approve; second by Nancy Lutz, motion approved.**

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**Correspondence:**

**D/M N/A**

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**New Business:**

**D/M Approve adding accountant to bank accounts allowing the order of checks. Robert Boarman approved; second by Carla Kitchen, motion approved.**

**D/M Include supervisor per diem / travel in monthly agendas: Discussion held. No Action.**

**D/M Local Work Group Meeting - NRCS: Date chosen May 13<sup>th</sup>, 2025, with a backup date of May 15<sup>th</sup>, 2025.**

**D/M District Farms for farm tours: Discussion to have names chosen asap to have them for May meeting.**

**D/M Approval of trees and supplies from American Native for May Sam Michael's Park Planning (Total order: \$2238.25, \$535 or ~\$250.00 delivery = maximum \$2773.25: Requires COD. The exact amount will be finalized before delivery. Nancy Lutz moved to approve; second by Robert Boarman, motion approved.**

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**Old Business:**

**D/M Update from Danny Lutz regarding US Dept of Commerce: Discussion held. No action.**

**D/M Update from Danny Lutz regarding Dept of Treasury – IRS – Address change in their (IRS) system: Discussion held. No action.**

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**Jefferson County Water Quality Improvement Program:**

**Applications:**

**D/M Patrick Green: Nancy Lutz moved to approve; second by Robert Boarman, motion approved.**

**Payments:**

**D/M Steven Reid \$92.75: Robert Boarman moved to approve; second by Jim Michael, motion approved.**

**Agriculture Enhancement | Chesapeake Bay Programs:**

**D/M AgEP admin agreement:** Talon explained changes on pgs: 7, 8, and 9. Robert Boarman moved to approve; second by Nancy Lutz, motion approved.

**New Cooperator Conservation Agreement:**

**D/M Andrew LeFevre, Cindy Gruber: Nancy Lutz moved to approve; second by Carla Kitchen, motion approved.**

**Exigency program:**

**D/M Re-Open programs Level D1-D2 Drought. Talon recommended open, effective immediately. Robert Boarman approved; second by Nancy Lutz, motion approved.**

**Applications:**

**D/M Interior Fence:** George Warren Mickey 1,413ft of American wire fence with one barb on top at \$4,804.20, Cindy Gruber 1,779.39ft of temp fence without charger at \$373.67: **Nancy Lutz moved to approve; second by Carla Kitchen, motion approved.**

**Payments:**

**D/M Lime:** Joseph Todd Butler \$874.38, George Folk \$1,000.00, Tim Folk \$1,248.50, Debra Morgan \$1,146.25: **Nancy Lutz moved to approve; second by Robert Boarman, motion approved.**

**Warm Springs Run Flood Control Structures: No Report**

**NPS & State 319 Water Quality Programs: No Report**

**Sleepy Creek Septic:**

**Applications:**

**D/M David Fink: Robert Boarman approved; second by Nancy Lutz, motion approved.**

**Payments:**

**D/M Lisa St. Clair \$150.00: Nancy Lutz moved to approve; second by Robert Boarman, motion approved.**

**Elks Run: No Report**

**Back Creek: No Report**

**Supervisor Reports:**

**D/M Carla:** Credit Card needed. Suggests \$3,000.00 Max limit. Only one card needed. **Robert Boarman approved; second by Nancy Lutz, motion approved.**

**Robert Boarman moved to adjourn the meeting; second by Nancy Lutz, motion approved; meeting adjourned at 8:44pm.**

Minutes recorded and prepared by Melinda Valentine – Scott – WVCA Administrative Specialist.

X   
Chairperson

21 May 2025

