

Eastern Panhandle Conservation District

BOARD MEETING

June 18, 2025 7:00pm

DRAFT Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on June 18, 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, and Carla Kitchen

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

**Associate Supervisors:** David Tabb

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

**NRCS:** Tim Canfield and Noah Cable

Chairman Lutz called the meeting to order.

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

June 18, 2025 Agenda: **Robert Boarman** moved to approve the agenda as presented; second by **Carla Kitchen**, motion carried.

May 21, 2025 Meeting Minutes: **Robert Boarman** moved to approve the minutes as presented; second by **Carla Kitchen**, motion carried.

May 28, 2025 Supplemental Meeting Minutes: **Robert Boarman** moved to approve the minutes as presented; second by **Carla Kitchen**, motion carried.

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**Reports Given by Cooperating Agencies:**

**WVCA/EPCD** - Talon LeFevre, Hanna Weikert, Skylar Brown, Erin Coda, and Heather Duncan (Virtual)

Discussion was brought up regarding purchasing a megaphone for future events as it was hard to hear the presentation on the farm tours. Motion for \$150.00 to purchase a megaphone. **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

**NRCS** – Tim Canfield and Noah Cable. Noah requested assistance from the district to help with costs toward Restroom/Hand washing station/Light lunch for the August 2, 2025 Kursey Farm Workshop. Motion to approve \$1000.00 toward assisting with costs. **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

**LEPC / JCSWA** – David Tabb

**Invoices/Reimbursements:**

D / M Invoice: Metrofax \$126.67 Annual Fee to keep faxing ability (Not used since Feb 2025). Motion to **not** renew. **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: WV Association of Conservation Districts \$5,000.00 – Annual Dues – **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Invoice: Waypoint \$64.00 – Soil Samples - **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: Kay, Kasto, & Chaney - \$225.00 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Reimbursement: Danny Lutz - \$73.00 Stamps (cover crop applications) + -\$19.15 – Soil Samples = \$92.15 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Invoice: WV Dept Ag: Renewal Nursery Dealer registration \$60.00 - **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: Komax - \$113.10 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Invoice: D'Appolonia: \$154,771.80 - Warm Springs #7 - **Robert Boarman moved to approve pending verification of completed work; second by Nancy Lutz, motion carried.**

### Correspondence:

D / M Davis College of Ag & Nat Resources: Accomplishments of the WV Soils Team –  
**Discussion Only**

## New Business:

D / M Obtain Jim Michael's Proxy annual meeting for another Board member – **Due to Jim Michaels' health there was a motion to open nominations for his replacement as Director of the Watershed Committee. Carla Kitchen was nominated for second director. Motion to close nominations Nancy Lutz. Carla Kitchen replaces Jim Michael.**

D / M Pick a new date for July's board meeting. The current date coincides with Annual Meeting in Bridgeport. **New Date: July 17, 2025: Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Send Representative to NACD Convention, Milwaukee, WI 25 to 29 July 2025 -  
**Discussion Only**

D / M Create a plan of work to be submitted no later than 06.25.2025. **Discussion/Update info to be used. Plan will be completed by Melinda Valentine – Scott after collaborating with Tim Canfield.**

D / M WVU Meeting room reserved on 7.9.2025 from 4pm -7:30pm for the legislative conference.  
**Discussion whether to have a boxed dinner. Motion to budget \$300.00 for pizza and beverages. Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M The Trump Budget Bill eliminates 100% of Grant 319 money **Discussion Only**

D / M Constant Contact for e-newsletters through Cbay Communications fund, annually ~\$661  
**Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

**LOR:**

D / M Approve FY26 Quarterly LOR's **Robert Boarman** moved to approve; second by **Nancy Lutz**, motion carried.

Quarterly Allotments - Approved LOR and minutes should be sent by email only to amay@wvca.us prior to June 30.						Breakdown for reference purposes only:	
LOR Purpose:	LOR Amount:	LOR Date	LOR ID	Submission Deadline	CD Operating	Supervisor Support	
FY26 Q1 District Support Allotment	\$35,428.00	7/1/2025	16330	June 30, 2025	\$19,000.00	\$16,428.00	
FY26 Q2 District Support Allotment	\$18,369.00	10/1/2025	16331	June 30, 2025	\$6,634.00	\$11,735.00	
FY26 Q3 District Support Allotment	\$18,368.00	1/1/2025	16332	June 30, 2025	\$6,633.00	\$11,735.00	
FY26 Q4 District Support Allotment	\$13,674.00	4/1/2025	16333	June 30, 2025	\$6,633.00	\$7,041.00	
AGR: 1024-09					\$38,900.00	\$46,939.00	
Documentation Requirements:		CD Board Meeting minutes with approval of LOR - must include amount and be labelled as DRAFT on each page.					

**Old Business:**

No Reports

**Jefferson County Water Quality Improvement Program:**

APPLICATIONS:

D / M George Kisiel, Tara Buffett, Stanley Dunn (1065 Cranes Lane), Stanley Dunn (2646 Kable Town Road), Michelle Cox, Charles Potter, Vernon Robinson, Douglas Pittinger: **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

PAYMENTS:

D / M Patti Corley \$150, Vanessa Carranza \$150 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Update the JCWQIP application to follow NRCS standard 382 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

**Agriculture Enhancement | Chesapeake Bay Programs:**

D / M Add irrigation to urban ag practices offered **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

New Cooperators:

D/M Vanta Coda, Stacy Davis **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

APPLICATIONS :

D / M Urban Ag: Vanta Coda, Stacy Davis **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

## PAYMENTS:

D / M Lime: Donald Davis \$73.13, Randy DeLawder \$710.00, Alta Vista Farms \$792.11 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Urban Ag: Joslyn Noland \$317.19, Alessandra Blackwell \$500, Mary Elko \$478.42, Dennis Rodkey \$336.52 **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Honeybee: Kathleen Miller \$300, Susan Coleman \$300, Rusty McCumbee \$300, Erin Coda \$300, Homewood Honey \$300 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Pollinator Plot: Jon Daniels \$196.65, Terry Thornton \$300, Margaret Dunagin \$300, and Christopher Levy \$158.21 **Nancy Lutz moved to approve as amended; second by Robert Boarman, motion carried.**

### **Warm Springs Run Flood Control Structures:**

D / M Potesta Invoice / Email chain **Discussion Only**

### **NPS & State 319 Water Quality Programs:**

No Report

### **Sleepy Creek Septic:**

No Report

### **Elks Run:**

D / M Tree planting sign for Sam Michaels Park using 319 funds (\$58.89 for sign & post, + ~\$12 for concrete = \$70.89) **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

### **Back Creek:**

No Report

**Financial Reports:**

D / M

**Financial Reports:**

D / M Treasurer's Report

D / M EPCD Co-Admin Funds Cash Balance Report

D / M Operating Account Activity

**Robert Boarman moved to adjourn the meeting; second by Nancy Lutz, motion carried; meeting adjourned at 8:58pm.**

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

**X** \_\_\_\_\_  
Chairperson Date