

Eastern Panhandle Conservation District

BOARD MEETING

August 26, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on August 26, 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, Robert Cloud, and Carla Kitchen

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

WVCA: Melinda Valentine – Scott, Talon LeFevre, Hanna Weikert, Skylar Brown, Erin Coda

NRCS: Bella Videtti

Community: Bill Ferris

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

August 26, 2025 Agenda: **Nancy Lutz moved to approve the agenda as presented; second by Robert Cloud, motion carried.**

July 17, 2025 Meeting Minutes: **Nancy Lutz moved to approve the minutes as presented; second by Robert Cloud, motion carried.**

Reports Given by Cooperating Agencies:

WVCA/EPCD – Melinda Valentine-Scott highlighted points on Don Whetzel's written report, Talon LeFevre, Hanna Weikert, Skylar Brown, and Erin Coda

NRCS – Bella Videtti

Invoices/Reimbursements:

D / M Reimbursement: Danny Lutz – \$545.80 – Pens (marketing) **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

D / M Reimbursement: Danny Lutz - \$52.97 – Megaphone – Farm Tour **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Reimbursement: Danny Lutz - \$37.75 – Beverages – Kursey's **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Reimbursement: Danny Lutz - \$29.95 + \$21.05 + \$29.95 = \$80.95 – Postage/Soil Samples **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Rent due \$7,504.00 – 2 Quarters **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice - \$99.00 + \$44.00 + 22.00 = \$165.00 – WayPoint – Soil Samples **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

D / M Invoice - \$99.47 – Kent Parsons Ford Inc. – Truck Oil Change **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Correspondence:

D / M Thank you letter from PVAS for donation in Jim Michael's name. **Discussion only. No motion.**

New Business:

D / M Decide whether to order calendars for 2026 – **Discussion. Melinda Valentine-Scott to check pricing for spiral bound calendars and present it at September's board meeting.**

D / M Warm Springs Run Emergency Action Plans **Nancy Lutz moved to table until September; second by Robert Cloud, motion carried.**

D / M Discuss Banquet – Pick location – **Discussion. Melinda Valentine-Scott to call for pricing options to present at September meeting.**

D / M Discuss finding 2 new Morgan Co. Supervisor. **Danny Lutz will put an ad in the Morgan Messenger. Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Carroll Greene Nominations **No nominees**

D / M WVACD Honorary Member at Large: **Nominees: Robert Cloud, Stacy Rawlings, and Bill White Grantham. 2 for Robert Cloud, 1 for Stacy Rawlings, 2 for Bill White Grantham.**

Tie breaker vote: 2 for Robert Cloud and 3 for Bill White Grantham. Bill White Grantham is the nominee.

D / M WVACD Lifetime Honorary Member Nominee - Lin Dunum – Robert Boarman approved unanimous decision

D / M Update Committee Roosters Discussion Only.

D / M Look over handbook for revisions for next meeting – Discussion Only – Add to December 2025 Meeting

D / M Tree sale (select nurseries, types, and amount of trees) Discussed information from the earlier Forestry Meeting. Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

D / M Town of Bath Flood Control O M & R Funding Agreement Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

D / M GLCI Field Day - Food Sponsorship Robert Boarman moved to approve up to \$1000.00; second by Robert Cloud, motion carried.

D / M Approve GLCI Field Day Porta-potty rental up to \$550.00 - Nancy Lutz moved to approve up to \$1000.00; second by Robert Cloud, motion carried.

D / M Approve GLCI Field Guides purchase up to \$250.00 Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

D / M Approve Speaker Invoice for Drone Assist Services \$200.00 for GLCI Field Day Robert Cloud moved to approve; second by Nancy Lutz, motion carried.

D / M Eastern Regional meeting. Request approval for \$150 toward food/beverages Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

D / M Sandy Kovach, Warren Mickey (376 Roper N. Fork Road), Warren Mickey (380 Roper N. Fork Road), Anita Fleshman, John Murdock, Adam Welch, Calvin Langford, Michelle Krassowski

Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

PAYMENTS:

D / M Brandy Chen \$150, Katelyn Walters \$150, Reba Jones \$150 **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

LOR

LOR ID: 16416

Purpose: FY26 O&M Allocation Warm Springs

Amount: 24440.00

AGR: 1478-00

Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

LOR ID: 16428

Purpose: GLCI District Participation

Amount: 3000.00

AGR: 1487-01

Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

LOR ID: 16430

Purpose: FY26 AgEnhancement Program Allotment

Amount: 29600.00

AGR: 1508-00

Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

Agriculture Enhancement | Chesapeake Bay Programs:

Admin Agreement:

D/M: Add Invasive Species Management (Vegetation Only) **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

New Cooperators:

D/M: Megan Robinson, Adam Cook, Shawn Thomas, Sandy Kovach, Gale Seiler, The City of Martinsburg Housing Authority **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

Applications:

D/M Lime: Michael A Burkhart, Tim Folk, Adam B Cook, Joey Bartgis, Back Creek Bend Farm Inc, Robert Bane **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

D/M Pasture Re-Seeding: Back Creek Bend Farm Inc **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

D/M Hay Re-Seeding: Tom Louderback **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

D/M Urban Ag: Mark Glascock, Sandy Kovach, The City of Martinsburg Housing Authority, Gale Seiler **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

D / M Honeybee Nucleus: Sandy Kovach **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

PAYMENTS:

D/M Pasture Division Fence: Cindy Gruber \$320.65 **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

Warm Springs Run Flood Control Structures:

No Report

NPS & State 319 Water Quality Programs:

No Report

Sleepy Creek Septic:

No Report

Elks Run:

D / M Septic repair for Sheryl Calhoun is complete - \$7,000 **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

D / M Mailers being cost shared with WV Rivers (\$733.50 from Elks Run 319, \$733.50 WV Rivers) \$1467. **Motion also accepting donation from WV Rivers. Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

Back Creek:

No Report

Financial Reports:

D / M Treasurer’s Report

D / M EPCD Co-Admin Funds Cash Balance Report

D / M Operating Account Activity

Supervisor Reports

D-discussion	M-possible
--------------	------------

Bill Ferris was nominated for Berkeley County Assistant Supervisor sponsored by Robert Boarman. Caral Kitchen approved with unanimous decision.

Robert Boarman moved to adjourn the meeting; second by Robert Cloud, motion carried; meeting adjourned at 8:39pm.

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

X  _____ 17 Sept 2025
 Chairperson Date