

Eastern Panhandle Conservation District

BOARD MEETING

May 21, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on May 21, 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, and Robert Cloud

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

**Associate Supervisors:** David Tabb

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

**NRCS:** Tim Canfield, Jackie Byers (Morgantown), Bella Videtti

**WVACD:**

**Jefferson Co. Commission:**

Chairman Lutz called the meeting to order.

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**Welcome & Introductions:**

Jackie Byers from NRCS in Morgantown introduced herself.

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

April 16th, 2025 Agenda: **Nancy Lutz moved to approve the agenda as presented; second by Robert Cloud, motion carried.**

April 16, 2025 Meeting Minutes: **Nancy Lutz moved to approve the agenda as presented; second by Carla Kitchen, motion carried.**

April 28, 2025 Supplemental Meeting Minutes: **Carla Kitchen** moved to approve the agenda as presented; **second by Robert Cloud, motion carried.**

**Invoices / Reimbursements:**

D / M Reimbursement Carla Kitchen \$32.78 Classified Ad for Truck: **Robert Boarman** moved to approve; **Carla Abstained. Second by Robert Cloud, motion carried.**

D / M Reimbursement Danny Lutz \$149.40 Truck maintenance – Kent Parsons Ford: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Reimbursement Danny Lutz \$47.68 Postage – Soil Samples: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Invoice: Morgan Messenger \$28.80 Classified Ad for Truck: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Invoice: Kay Castro & Chaney PLLC \$150.00 – Ryan Newbraugh: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Reimbursement Tyler Butts: \$410.50 - Mid-Atlantic Tires: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Reimbursement Tyler Butts: \$171.78 – Arden Equipment Repair: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

D / M Invoice: Encova Insurance \$211.00 – Worker’s Comp Policy: **Robert Boarman** moved to approve; **second by Robert Cloud, motion carried.**

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**Correspondence:**

D / M Bay Journal monetary donation request: **Nancy Lutz** moved to approve \$25.00 donation; **second by Carla Kitchen, motion carried.**

D / M WV Conservation Camp donation request: **Robert Boarman** moved to approve the sponsorship of 1 camp member per county (\$275.00 x 3); **second by Nancy Lutz, motion carried.**

D / M Self Storage Plus: Insurance required by rental agreement is missing: **Discussion Only**

D / M Proposal letter from David Fisher for pollinator friendly agrivoltaics project: **Discussion Only, follow up needed.**

D / M Conservation membership price difference: **Nancy Lutz** moved to approve; **second by Robert Cloud, motion carried.**

D / M 17<sup>th</sup> Annual Big Tree Contest / Press release **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Human Rights letter. **Discussion Only**

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**New Business:**

D / M Jackie Crouse from Bethel Church requests donation of 2 rain barrels: **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Accounts set up with vendors for ordering parts for rented equipment – Tyler:

D / M Request fifteen minutes on the agenda of each county commission once per month to report what the Conservation District is doing. **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

D / M Consider offering Dunstan hybrid chestnut trees for sale to cooperators along with evergreens as a fundraiser, as well as considering other fundraisers: **Discussion Only.**

D / M Host another Quarterly Meeting in 2026. **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Hold a Meeting with Legislators before summer about the recent WV Legislative session, considering losses pending from federal and state "fiscal slash and burn" budgeting: **Discussion Only.**

D / M Recall of unused Warm Springs # 7 program funds: WVCA - \$3,000,000.00: **Robert Boarman moved to approve with clarifying letter sent; second by Robert Cloud, motion carried.**

D / M Recall of the following program funds. "The balance as of --- and any accrued interest": NPS 1743 Litter Transfer WIPA2, NPS 1687 Back Creek Restoration, NPS 1779 Back Creek Phase IV, NPS 1774 Roof Run Off Management, NPS 1788 Back Creek Easements: **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

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**Old Business:**

D / M N/A

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**Jefferson County Water Quality Improvement Program:**

**APPLICATIONS:**

D / M Bruce Frizzell, Scott Longbauer, Brandy Chen, Franklin E Ring Jr., Ian Bartosevich, Megan & Wilhem Perez, Katelyn Walters, Potomac Valley Audubon Society: **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

PAYMENTS:

D / M Harold Zappia, Michael Wisniewski, Thomas Newcomer, Jonathan Moss, Patrick Green: **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

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Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperators:

D/M Trevis & Makayla Ludwig : **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

APPLICATIONS :

D / M Fence: Trevis Ludwig: **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

PAYMENTS:

D / M Lime: High Horizon Farm \$516.75, Robert Bane \$944.50: **Nancy Lutz moved to approve; second by Carla Kitchen, motion carried.**

D / M Exclusion Fence: George Warren Mickey \$4,522.00: **Nancy Lutz moved to approve; second by Carla Kitchen, motion carried.**

D / M Honeybee Nucleus: Anastasia McDowell \$150, Jason Campbell \$300, Harmony Hill Farm \$300, Bonnie Szantyr \$300, Robert Aberegg \$300, Jerry Dunham \$300, Jennifer Willet \$300, Alessandra Blackwell \$300, Theresa Fitzpatrick \$150: **Nancy Lutz moved to approve; second by Carla Kitchen, motion carried.**

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**Warm Springs Run Flood Control Structures:**

D / M Accept D'Appolonia alternative # 1 design recommendation: **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

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

**Sleepy Creek Septic:**

APPLICATIONS:

D / M

PAYMENTS:

D / M David Fink \$150.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Theresa Micheals \$150.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Nick Ullom \$150.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Toby Puffenberger \$150.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

**Elks Run:**

D / M Sheryl Calhoun septic repair application

**Back Creek:** No Report

**Robert Boarman moved to adjourn the meeting; second by Robert Cloud, motion carried; meeting adjourned at 9:01pm.**

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

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Chairperson

*[Handwritten Signature]*  
18 June 2025

