

Eastern Panhandle Conservation District

BOARD MEETING

July 17, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on July 17, 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, Don Whetzel, Talon LeFevre (Virtual), Hanna Weikert, Skylar Brown, Erin Coda (Virtual)

**NRCS:** Tim Canfield, Brooke Clutter, and Mike Omps

Chairman Lutz called the meeting to order.

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

July 17, 2025 Agenda: **Robert Cloud** moved to approve the agenda as presented; second by **Robert Boarman**, motion carried.

June 18, 2025 Meeting Minutes: **Nancy Lutz** moved to approve the minutes as presented; second by **Robert Cloud**, motion carried.

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**Reports Given by Cooperating Agencies:**

**WVCA/EPCD** – Don Whetzel, Talon LeFevre (Virtual), Hanna Weikert, Skylar Brown, Erin Coda (Virtual)

**NRCS** – Tim Canfield

### **Invoices/Reimbursements:**

D / M Invoice: Waypoint - \$55.00, \$33.00, and \$16.00 – Soil Samples: **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

D / M Reimbursement – Danny Lutz - \$142.73 – Soil Samples / Postage: **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

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

### **Correspondence:**

D / M Potesta – Statement of Account: **Discussion Only**

D / M Potomac Valley Audubon Society – requesting monetary donation: **Robert Boarman moved to approve \$100.00 Donation; second by Nancy Lutz adding in Memory of James Michael, motion carried.**

D / M \*Added during meeting by Don\* Email from Investigator received. **Informational only. To be added to the August agenda.**

### **New Business:**

D / M Price Check interpreter for Brown's. Don suggested Katie Chung for \$150.00 including travel. **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Appoint a board member as Vice President. Nominations open. Robert Cloud nominated. No other nominations. **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

D / M Put out a call for a new board member for Morgan Co. in the Morgan Messenger. As well as Skylar putting it on Sleepy Creek website. **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Hosting Regional Meeting Sept 29, 2025. Including \$150.00 toward food/beverages: **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Get office copy of Robert's Rules: **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Jefferson County Fair booth for \$30 for August 18th **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Apple Butter Festival booth for \$100 for October: **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

**Old Business:**

No Reports

**LOR:**

LOR ID: 16311

Purpose: FY25 AgEP Exigency Rebalance Allotment

Amount: 1043.08

AGR: 1496-00-EPCD

Rebalance existing account to \$10k based on 3/31/25 balance.

LOR ID: 16384

Purpose: WVDA Pasture Renovation #4

Amount: 278.20

AGR: 1502-00

**Robert Boarman moved to approve both; second by Nancy Lutz, motion carried.**

**Jefferson County Water Quality Improvement Program:**

APPLICATIONS:

D / M David Nedorostek, Stephen Hastings, George Jury, Marcel Brown, Linda Musselman, Reba Jones, and Carolyn Dyer. **Robert Boarman moved to approve all; second by Robert Cloud, motion carried.**

PAYMENTS:

D / M Douglas Pittinger \$150, Michele Cox \$150: **Robert Boarman moved to approve both; second by Robert Cloud, motion carried.**

**Agriculture Enhancement | Chesapeake Bay Programs:**

D / M

New Cooperators:

D/M

APPLICATIONS :

D / M Lime: Vince Kesecker: **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

D / M Hay Re-Seeding: Vince Kesecker, Honey Locust Farms: **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

PAYMENTS:

D / M

**Warm Springs Run Flood Control Structures:**

D / M

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

No Report

**Sleepy Creek Septic:**

No Report

**Elks Run:**

D / M Print and mail postcards to Elks Run zip code to promote JCWQIP – Progressive Printing

**Discussion to table until next meeting when the price was established. Robert Boarman moved to approve; second by Robert Cloud, 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

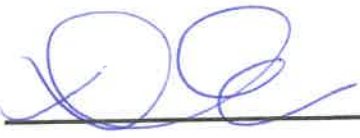
D / M Operating Account Activity

**Robert Boarman moved to adjourn the meeting; second by Robert Cloud, motion carried; meeting adjourned at 8:16pm.**

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

X

Chairperson



27 Aug 2025

Date

