Eastern Panhandle Conservation District

BOARD MEETING

November 12, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on November 12, 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: Don Whetzel (Virtual), Talon LeFevre (Virtual), Hanna Weikert (Virtual), Skylar Brown (Virtual), Erin Coda (Virtual), Jocelyn Gaujot (Virtual), Cindy Shreve (Virtual), and Davin White (Virtual)

Associate Supervisors: David Tabb and Bill Ferris

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

November 12, 2025 Agenda: **Nancy Lutz moved to approve the agenda as presented; second by Robert Boarman, motion carried.**

October 15, 2025 Meeting Minutes: **Nancy Lutz moved to approve the agenda as presented; second by Robert Boarman, motion carried.**

Reports Given by Cooperating Agencies

Reports Given by Committees

Invoices/Reimbursements:

D / M Invoice: Comcast - $209.23 – Internet. **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: Quill - $34.19 – Envelopes **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: Komax - $113.10 + $60.33 = **$173.43** – Copier **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Invoice: Progressive Printing - $770.00 – Newsletter **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Invoice: Waypoint - $11.00 + $42.00 = **$53.00** – Soil Samples **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

D / M Invoice: Self Storage - $363.00 – Storage Unit for November & December **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**
D / M Reimburse: Danny Lutz - $12.00 + $31.40 = **$43.40** – Postage/Soil Samples **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**
D / M Reimburse: Danny Lutz - $78.00 - Stamps **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**
D / M Reimburse: Danny Lutz - $90.00 – Farm Signs for Banquet **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D / M Reimburse: Danny Lutz - $3,433.80 – Purple Iris/Banquet **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

Correspondence:
D / M FY25 CBay funds: approve a LOR for implementation of ag BMPs. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

New Business:
D / M Request from Shepherdstown for financial support for town composting. **Motion to move to December meeting. Robert Boarman moved to approve; second by Robert Cloud, motion carried.**
D / M Sign Emergency Action Plans **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**
D / M Opequon Creek Blockage – Funds Recall. **Motion to table until December meeting. Robert Boarman moved to approve; second by Robert Cloud, motion carried.**
D / M Exigency Fund Transfer **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**
D / M Plant 250 trees districtwide in honor of the nation's birthday

D / M BRIM Questionnaire **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:
D / M Thomas Disque **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

PAYMENTS:
D / M James Marrone $150, James Reifer $150, Katelyn Walters $150, George Kisiel $150 **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

PAYMENTS:
D/M Lime: Michael Kercheval $439.00, Back Creek Bend Farm $683.50, Tim Folk $250.00, Michelle Albert $770.50 **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**
D/M Invasive Species: Butler Family LTD $500.00, David Michaels $500.00 **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**
D/M Hay Reseeding: Todd Butler $1,787.50 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**
D/M Pasture Reseeding: Buds Farm LLC $910.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

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**

Adjourn

Robert Boarman moved to adjourn the meeting; meeting adjourned at 8:11pm.

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

X_____ 10 Dec 2025

Chairperson Date