

Eastern Panhandle Conservation District

BOARD MEETING

December 10, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on December 10, 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, Hanna Weikert, Skylar Brown, Erin Coda, and Melinda Valentine - Scott

Associate Supervisors: Bill Ferris

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

December 10, 2025 Agenda: **Robert Boarman** moved to approve the agenda as presented; second by **Robert Cloud**, motion carried.

November 12, 2025 Meeting Minutes: **Robert Boarman** moved to approve the minutes as presented; second by **Robert Cloud**, motion carried.

Reports Given by Cooperating Agencies

Reports Given by Committees

Invoices/Reimbursements:

M : Invoice: Waypoint - \$168.00 – Soil Samples **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

M : Invoice: BRIM - \$2,254.00 – Insurance Jan 1st – March 31, 2026 **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

M : Invoice: CoxHollidaYoung - \$1600.00 October & November accounting services **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

M : Invoice: D'Appolonia - \$94,230.15 – Warm Springs 7 **Nancy Lutz** moved to approve; second by **Robert Cloud**, motion carried.

M : Invoice: Comcast – \$209.23 – Internet **Robert Cloud** moved to approve; second by **Nancy Lutz**, motion carried.

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

M : Reimbursement: Danny Lutz - \$78.00 – Postage Stamps **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

Correspondence:

M : Sponsorship Request for WVU Extension Dinner Meeting **Robert Boarman** moved to approve \$400.00; second by **Robert Cloud**, motion carried.

M : Opequon Creek Blockage – Funds Recall **Nancy Lutz** moved to approve; second by **Robert Cloud**, motion carried.

M : BRIM Questionnaire still needs to be completed. **Robert Boarman** moved to approve completion by **Melinda Valentine – Scott**; second by **Nancy Lutz**, motion carried.

New Business:

D : Miller & Moore proposed 25 acres for Training facility in Harpers Ferry – **Discussion Only**

M : Reauthorize advertising for Morgan Co supervisors - **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

D : Discuss possible supervisor candidates for Jefferson Co / Morgan Co for 2026 elections – **Discussion Only**. **Carla Kitchen** up for election this year.

D : Pick a date in Jan for a finance meeting for the budget – **Mid Month**

D / M Permission for Danny to attend "FLY-IN in DC" in March 2026. **Robert Boarman** moved to approve; second by **Robert Cloud**, motion carried.

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

D / M Anthony Russo, Karin Franklin, Anna Williams, Lori Walker, Margaret Williams, John Lengyel. **Robert Boarman** moved to approve; second by **Nancy Lutz**, motion carried.

PAYMENTS:

D / M Michael Oates \$150, Thomas Disque \$150, Joseph Hill \$150, Brown Truslow \$150. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

APPLICATIONS:

D/M: Honeybee Nucleus: James Dollinger, Jennifer O-Connell **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

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

D/M: Invasive Species: Steve Hudock, Warren Mickey **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

D/M: Heavy Use Area: Jon Daniels **Nancy Lutz moved to approve; second by Robert Cloud, motion carried.**

PAYMENTS:

D/M Lime: Vince Kesecker \$341.50, Ben Byers \$1,292.50 **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

D/M Invasive Species: Honey Locust Farms LLC \$440.20 **Robert Boarman moved to approve; second by Nancy Lutz, motion carried.**

Warm Springs Run Flood Control Structures:

D/M MOU for Warm Springs 7 – Agreement concerning permanent & temporary easement. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

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 7:57pm.

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

X _____
Chairperson Date