

Eastern Panhandle Conservation District

BOARD MEETING

January 21, 2026 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 (Virtual), Robert Boarman, Robert Cloud, and Carla Kitchen

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

WVCA: Don Whetzel, Hanna Weikert, Skylar Brown, Erin Coda (Virtual), Melinda Valentine – Scott, Ben Wade (Virtual), Hunter Vance (Virtual), Jocelyn Gaujot (Virtual), and Heather Duncan (Virtual)

Associate Supervisors: David Tabb

NRCS: Tim Canfield and Mike Omph

Community: Adam Cook, Becky Cloud, and Margaret Liskey

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

January 21, 2026, Agenda: **Robert Cloud moved to approve the agenda as presented; second by Robert Boarman motion carried.**

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

December 10, 2025, Forestry Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Robert Boarman motion carried.**

January 06, 2026, Supplemental Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Robert Boarman motion carried.**

Reports Given by Cooperating Agencies

Reports Given by Committees

Invoices/Reimbursements:

M/ Invoice: Waypoint - \$11.00 – Soil Samples **Robert Boarman** moved to approve; second by **Robert Cloud, motion carried.**

M/ Reimbursement: Danny Lutz - \$11.50 – Soil Sample Postage **Robert Boarman** moved to approve; second by **Robert Cloud, motion carried.**

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

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

M/ Invoice: Self Storage - \$363.00 – January & February Storage Unit **Robert Boarman** moved to approve; second by **Robert Cloud, motion carried.**

M/ Invoice: Potomac Valley CD - \$10.05 – Soil Sample billed by WVU Soil Lab **Robert Cloud** moved to approve; second by **Robert Boarman, motion carried.**

M/ Invoice: CoxHollidaYoung - \$880.00 - Accounting **Carla Kitchen** moved to approve; second by **Robert Cloud, motion carried.**

M/ Invoice: Permission to pay normal operating bills such as: Comcast, Storage Unit, and Accountant each month as they come in as long the amount doesn't change to avoid late fees. **Robert Boarman** moved to approve sans accountant; second by **Robert Cloud, motion carried.**

Correspondence:

D/ Washington High School in Jefferson County asking about scholarships. Two were offered last year. Perhaps for each county. **Discussion Only. These are sent in the fall and funded through the association.**

D/ Account statement from Potesta **Discussion Only – Still no itemized bill provided.**

New Business:

M/ Continue relationship with KAY, CASTO & CHENEY. **Robert Boarman** moved to approve; second by **Robert Cloud, motion carried.**

D/ Commemorative autumn tree planting: **Discussion Only.**

M/ Rain Barrel kits exceed barrels. Sell them separately? How much? **Robert Boarman** moved to approve of selling the kits for \$40.00 each; second by **Robert Cloud, motion carried.**

M/ Choose a board member to get bids on a new mower that is required for the ongoing O&M agreement with the Warm Springs damn sponsors. Defer to February: Robert Boarman moved to approve; second by Robert Cloud, motion carried.

M/ Pollinator Demo Project Proposal: \$6k total - \$2k allocated to each county. Robert Boarman moved to approve; second by Robert Cloud, motion carried.

M/ Equipment: Put together a list of equipment to liquidate. Send info to the other districts, whatever doesn't sell, put in the paper. Carla Kitchen moved to approve; second by Robert Boarman, motion carried.

D/ Memo from Judith and report request. Discuss.

LOR:

LOR ID: 16473

Purpose: NPS 1743 Ag BMP Implementation

Amount: 170000

AGR: NPS1743

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

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

M/ Bill Gillette, Robert Meinster, Shelby LaTurno, Vanessa Carranza, Steven Floyd Robert Cloud moved to approve; second by Nancy Lutz, motion carried.

PAYMENTS:

M/ Max Oates Jr. \$150, Calvin Langford \$150, Alice M Sims \$150, Derrick Gonzales \$150, Warren Mickey \$150, Warren Mickey \$150, Christian Baker \$150, Karin Franklin \$150 Robert Cloud moved to approve; second by Nancy Lutz, motion carried.

Agriculture Enhancement | Chesapeake Bay Programs:

NEW COOPERATORS:

M/ Craig Alexander Robert Boarman moved to approve; second by Robert Cloud, motion carried.

APPLICATIONS:

M/ Honeybee Nucleus: Craig Alexander Robert Boarman moved to approve; second by Robert Cloud, motion carried.

PAYMENTS:

M/ Cover Crop:

Honey Locust Farms - \$250.00	Thomas LeFevre - \$6,105.50
Adam B Link - \$1,610.00	Mathew S. Sibert - \$2,636.00
Guy Cole - \$2,418.50	Marlene Keller - \$1,325.00
Linton Brothers Inc - \$4,724.00	Charles T. Burkhardt - \$4,855.00
Jeremy Glassford - \$2,629.00	Creek Bound Farms LLC - \$6,250.00
Butler Family Limited Partnership - \$1,206.00	Brad Michael - \$3,825.00
Kurtis Wayne Mong - \$6,250.00	Brian Brannon - \$4,680.00
Lyle C Tabb & Sons Inc. - \$6,250.00	Gruber Farms - \$6,250.00
Butler Farms - \$3,133.50	Andrew Omgs - \$1,404.00
Mark Glascock - \$1,650.00	RZ Bane - \$5,058.50
High Horizon Farm Inc. - \$6,250.00	Duncan Custom Farming - \$2,250.00
Legacy Farming & Trades LLC - \$5,942.50	Jimmy Duncan - \$1,006.50
Brown's Farm LLC - \$2,150.00	Locust Grove Farm - \$5,000.00
Paul M Miller II - \$3,106.00	Carla Jean Kitchen - \$1,515.00
Banks Alta Vista Farms LLC - \$6,250.00	Michael W. Unger - \$985.00
Robert Cloud - \$310.00	Robert W. Unger - \$690.00
Michael Duncan Jr. - \$6,250.00	Clayton Canby - \$1,589.00
George Folk - \$1,625.00	Fair View Farms Cattle Co LLC - \$1,789.00
Tim Folk - \$2,308.00	Scott Daniel - \$6,113.50
Austin Ankers - \$2,086.00	Timothy W. Smith - \$6,038.00
Paul Engle - \$4,065.50	Earl Liskey - \$2,355.00
James T. Blue & Sons Inc. - \$6,250.00	Charles A. Ware - \$2,934.50

Christina Barnard - \$6,250.00

Vince Kesecker - \$125.00

RB Moler - \$6,250.00

Robert Cloud moved to approve all; second by Robert Boarman, motion carried.

Warm Springs Run Flood Control Structures:

D/ Slope Mower Agreement – Ventrac estimates **Discussed under New Business**

D/ Tree clearing for Warm Springs 7 dam **Discussion Only**

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

Move next board meeting to February 25, 2026 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Adjourn

Robert Boarman moved to adjourn the meeting; meeting adjourned at 8:40 pm.

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

X  25 Feb 2026
 Chairperson Date

