

**EASTERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES
May 15, 2019
MINUTES**

The Eastern Panhandle Conservation District's monthly meeting of the Board of Supervisors was called to order at 7:00 pm by Nancy Lutz, Chairperson at the USDA Service Center.

Pledge of Allegiance/Prayer

Introductions

The following were in attendance of the meeting:

District Supervisors: Daniel Lutz, Nancy Lutz, Robert Boarman, Todd Butler, James Michael and Lin Dunham

District Associate Supervisors: David Tabb and Mary Sell

WVCA/EPCD: Sherry Duncan, Heather Duncan, Amy Henry, Kristen Bisom and Barbie Elliott. Jeremy Salyer by teleconference.

NRCS: Tim Canfield

Other: John and Mia Hammond

Agenda Approval- Robert Boarman moved to accept the agenda as presented. James Michael seconded. Motion carried.

Minutes- District Manager noted a change to the April 17 minutes. The City of Martinsburg requested 40 rain barrels and that is what was approved. Daniel Lutz moved to accept the minutes as corrected for the April 17 meeting. Robert Boarman seconded. Motion carried.

Agency Reports:

WVCA/EPCD:

Heather Duncan-Heather reported on the Land Judging contest. Jefferson High School will be going to State Competition.

Kristen Bisom-Kristen reviewed the written report that she handed out. It included an update on all of her completed tree plantings and upcoming projects. Copy included with minutes.

Barbie Elliott-FY19 Ag-Enhancement Program will close June 13. FY20 Ag-Enhancement sign up will begin June 3-August 26.

Jeremy Salyer-reviewed his report. A new supervisor manual is available online. New ID cards are available upon request. District farms need to be chosen and a bio submitted by May 31. The program is open to sign up to work state fair. At the October Awards Banquet, NACD will be hosting a listening session. Ag-Day at the Capitol has been set for January 31, 2020.

Sherry Duncan-passed out tree sale summary

NRCS:

Tim Canfield-Continuing to obligate EQIP, AMA. and RSPP contracts. WRP restoration project former Kathleen Ashton site under construction. The following practices are certified and approved for payment: 10

acres of Tree of Heaven Control, brush management; 6 acres of Forest Stand improvement, 1 pumping plant, 500 ft. of livestock pipeline, 1 watering facility, 3500 ft of fence and 1.7 acres of access control.

New Business

Approve fronting the money for the Jefferson High School NRCS Youth grant-Jefferson High School was awarded the Youth Conservation Education Project Grant from NRCS and the WVACD. This is a reimbursable grant of \$20,000 and the school board is unable to front them the money. Lin Dunham moved to upfront Jefferson High School the money up to \$20,000 by paying the invoices they submit for the project and then submit invoices to WVACD for reimbursement to the district. Daniel Lutz seconded. Motion carried

Dispute over Haybuster repairs-John Hammond-John Hammond rented one of our Haybuster Drills and according to our Equipment manager, Mr. Hammond had a flat tire, broke off a light and the lever to adjust seed flow. Mr. Hammond stated that he did have a flat tire but that he did not do the other damage and was very disappointed in the professionalism of J & P Services. He also stated that he did not receive any paperwork. Robert Boarman moved to go into Executive Session at 7:30 pm. Daniel Lutz seconded. Motion carried. Robert Boarman moved to return to regular session at 7:49 pm., seconded by Daniel Lutz. Motion passed. Regular session resumed. Robert Boarman moved to split the difference on the repair cost with Mr. Hammond. Daniel Lutz seconded. Mr. Hammond accepted the offer. Motion carried. Mr. Hammonds new balance is \$500.12.

Approve Town of Bath Flood Control Operation, Maintenance Funding Agreement-Daniel Lutz moved to accept the Town of Bath Flood Control Operation, Maintenance Funding Agreement. Todd Butler seconded. Motion carried.

Approve ordering 100 rain barrel kits-DM reported we are running low on rain barrel kits. The new price is \$26.82 per kit including shipping. Daniel Lutz moved to order 100 rain barrel kits. Todd Butler seconded. Motion carried.

Approve selling City of Martinsburg 15 rain barrel kits without barrels and set price-Robert Boarman moved to sell the City of Martinsburg 15 rain barrel kits without the barrels for \$30 per kit. For regular walk in customers, the price for a rain barrel kit without the barrel will be \$35. Todd Butler seconded. Motion carried.

Approve engineering proposal for Warm Springs Dam 7-James Michael moved to approve the engineering proposal for Warm Springs Dam 7 pending Gene Saurborn review. Daniel Lutz seconded. Motion carried.

Approve requesting bids and purchasing a slope mower -Lin Dunham reported that in the meetings with the Morgan County Commission and WVCA in order to save money on the mowing of the Warm Spring Dams that EPCD/WVCA will buy a slope mower and lease it to Morgan County and Morgan County will house, maintain and provide an operator for the slope mower. Daniel Lutz moved to develop the specifications for the mower that is needed and to place it out for bids. James Michael seconded. Motion carried.

Approve contract between WVCA and Morgan County for lease of slope mower-Contract not available. Tabled for future meeting.

Approve county farms and set date for farm tours-Robert Boarman reported that Justin Henry was selected by the Berkeley County supervisors, Lin Dunham recommended Michael Kercheval for Morgan County and Daniel Lutz recommended R.Z. Bane Farm, Inc. for Jefferson County. James Michael moved to approve the above-named farms as County Winners and to visit each farm on May 24 to determine a District Winner. Supervisors on the tour will be delegated the authority to name the district winner. Lin Dunham seconded. Motion carried.

Approve delegate to approve contractor’s contract for Sleepy Creek Stream Restoration-Kristen passed out a timeline for this project and requested that a supervisor be delegated the authority to approve contracts due to the short time restraint. Robert Boarman moved to appoint James Michael and Lin Dunham to oversee the Sleepy Creek Restoration Project. Todd Butler seconded. Motion carried.

Approve Outreach Specialist Contract for FY20*--Possible Executive Session-Robert Boarman moved to go into Executive Session at 8:30 pm. Daniel Lutz seconded. Motion carried. Robert Boarman moved to end Executive Session at 8:40 pm. Daniel Lutz seconded. Motion carried. Regular session resumed. Robert Boarman moved to approve Contract B for the FY20 contract for the Outreach Specialist Contract. Daniel Lutz seconded. Motion carried.

Approve submitting the following LOR’s for district support: 1st quarter \$35428, 2nd quarter \$18369, 3rd quarter \$18368 and 4th quarter \$13674-Robert Boarman moved to submit the following LOR’s for district support: 1st quarter \$35428, 2nd quarter \$18369, 3rd quarter \$18368 and 4th quarter \$13674. Todd Butler seconded. Motion carried.

Approve change to Travel Policy-Robert Boarman moved to approve the change to the Travel Policy which deletes the amount paid for mileage and states to use current GSA rate. Lin Dunham seconded. Motion carries.

Chesapeake Bay Program

Approve Heavy Use Protection Payment: Stewart Gore-Robert Boarman moved to approve the following payment:

County	First Name	Last Name	Farm #	Tract #	Fd#	ft	Amount
Berkeley	Stewart W.	Gore	157	365	3,6	1779	\$ 2,650.71

Daniel Lutz seconded. Motion carried.

Approve divisional fencing: Locust Grove Farm, Borden Farms LLC-Robert Boarman moved to approved Locust Grove Farm Inc. and Borden Farms LLC for the Divisional Fence Program up to \$5000. Todd Butler seconded. Motion carried.

Ag-Enhancement Program

Approve Lime Program Payment- Donald Davis, Michael Farms LLC, Vincent Miller, Burns Farm, High Horizon Farm Inc., Sean Weigle, Rolling Acres-Approval for Pasture Reseeding Payment: Michael Farms LLC, Kenneth Michael, Terry Dunn, Grams Racing Stables, Ana Cristina Vena Mosby-Approval for Hay Reseeding Payment: James W. Butler, Honey Locust Farms-Approval for Hay Establishment Payment: Horses with Hearts, Ana Cristina Vena Mosby-Robert Boarman moved to approve the following:

AEP LIME Payment Approval										
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Tons	Amount	Check #
1	Jefferson	Burns Farm		1094	296	7	75.00	60.00	\$ 1,050.00	10545
2	Berkeley	Donald	Davis	1151	5058	3,6	15.05	29.33	\$ 359.29	10547
3	Jefferson	High Horizon Farm Inc.		F234 T 260	F792 T161 F D11		75	151.26	\$ 2,550.24	10550
4	Morgan	Michael Farms LLC		518	3397	4 a,b	14.3	28.60	\$ 371.80	10564
5	Berkeley	Vincent	Miller	526	410	1,2,3	75	60	\$ 1,200.00	10562
6	Berkeley	Rolling Acres		F357 T 2009 FD 1b,1c	F338 T 2052		74.8	59.84	\$ 1,196.80	10558
7	Morgan	Sean C	Weigle	303	3462	3,4,6	17.86	42.16	\$ 843.20	10559
							347.01	431.19	\$ 7,571.33	

AEP Pasture Reseeding Payment Approval										
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Amount	Check #	
1	Jefferson	Terry	Dunn	71	75	3,4	41	\$ 2,665.00	10561	
2	Jefferson	Grams Racing Stable LLC		76	80	4,6	40.00	\$ 2,600.00	10548	
3	Morgan	Kenneth	Michael	545	3475	5,6	17.78	\$ 1,155.70	10554	
4	Morgan	Michael Farms LLC		517	3396	5	10	\$ 650.00	10556	
5	Morgan	Michael Farms LLC		518	3397	3,12	8	\$ 520.00	10557	
6	Jefferson	Ana Cristina	Vena Mosby	327	369	3,4,6,9	6.558	\$ 426.27	10542	
						Total:	123.34	\$ 8,016.97		

AEP Hay Re-Seeding Payment Approval										
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Amount	Check #	
1	Berekeley	James W	Butler	1310	235	2	44.62	\$ 2,900.30	10553	
2	Jefferson	Honey Locust Farms LLC		69	73	2,7	20	\$ 1,300.00	10551	
						Total:	64.62	\$ 4,200.30		

AEP Hay Establishment Payment Approval										
	County	First Name	Last Name	Farm #	Tract #	Fd#	Acres	Amount	Check #	
1	Berkeley	Horses with Hearts INC		1517	5453	5,6	42.23	\$ 5,278.75	10552	
2	Jefferson	Ana Cristina	Vena Mosby	327	369	3,4	41.4	\$ 5,175.00	10541	
						Total:	83.63	\$ 10,453.75		

Daniel Lutz seconded. Motion carried.

Sleepy Creek

Septic Pumping Approval-David Fink, Anthony Bozik-Daniel Lutz moved to approve septic pumping for David Fink and Anthony Bozik. Todd Butler seconded. Motion carried.

Jefferson County WOIP

Septic Pumping Approval- N. Blair Morris, Donna Joy-Todd Butler moved to approve septic pumping for N. Blair Morris and Donna Joy. Daniel Lutz seconded. Motion carried.

Financial Reports

Approve financial reports/expenses-DM reviewed financial reports. Robert Boarman moved to approve the financial reports and expenses. Lin Dunham seconded. Motion carried.

Approve corrections to SAGE financials January-March 2019-The SAGE financials for January-March omitted the interest on the Jefferson County Water Quality Improvement CD. James Michael moved to approve the correct financials. Daniel Lutz seconded. Motion carried.

Supervisor Report

Lin Dunham-Lin is working on getting the Dam Monitor training meeting together. The tentative date is July 23 or 24.

Nancy Lutz-asked to put Jefferson County Fair Booth on the next agenda. Nancy researching information on a USGS grant \$300,000. Kristen thinks it is just for a meeting on Karst.

Todd Butler-thinks that the Persimmon trees look dead.

James Michael-working on workshop

Daniel Lutz-Quarterly meeting-packet included their 3 target areas and also in the packet was information on the Farming for Success meeting on June 27. Danny is going on his own.

David Tabb-It will be very important to be sure that the operator for the slope mower has training to avoid serious accidents.

The meeting adjourned at 9:02 pm.

Nancy Lutz
Chairperson

Robert Boarman
Secretary