

**EASTERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS DRAFT MEETING MINUTES  
September 19, 2018  
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, James Michael, Lin Dunham, Todd Butler and Floyd Kursey

**District Associate Supervisors:** David Tabb, Kory Harmison

**WVCA/EPCD:** Sherry Duncan, Heather Duncan, Barbie Elliott, Suzy Campbell, Kristen Bisom and Jeremy Salyer by video.

**NRCS:** Tim Canfield

**Other:**

**Agenda Approval-** Todd Butler moved to accept the agenda as presented. James Michael seconded. Motion carried.

**Minutes-** James Michael moved to accept the minutes for the August 15 and the August 27 meetings. Todd Butler seconded. Motion carried.

**Agency Reports:**

**WVCA/EPCD:**

*Heather Duncan*-Passed around a thank you card from the Master Gardeners for supplying literature for the Tomato Fest.

*Jeremy Salyer*-Reviewed his report.

**NRCS**

*Tim Canfield*-see report filed with minutes

**New Business**

**Approve bid to be submitted for the April 2019 Quarterly meeting-**Floyd Kursey moved to submit any bids received to the WVACD for consideration by October 1. Lin Dunham seconded. Motion carried.

**Approve paying for location and refreshments for joint listening session-district will be reimbursed up to \$350-**The listening session for the EPCD will be held October 4, 6 pm. at the Berkeley County Youth Fairgrounds. James Michael moved to spend up to \$350 for the fairground rentals and refreshments which will be reimbursed. Todd Butler seconded. Motion carried.

**Reimburse Robert Boarman for rain barrels-\$450.00-**James Michael moved to reimburse Robert Boarman \$450 for rain barrels. Daniel Lutz seconded. Motion carried.

**Reimburse Floyd Kursey for rain barrels and fuel-\$467-James Michael moved to reimburse Floyd Kursey \$467 for fuel and rain barrels. Lin Dunham seconded. Motion carried.**

**Approve submitting LOR for \$73,000 for the NPS 1588 Back Creek Restoration-Lin Dunham moved to approve submitting a LOR for \$73,000 for the NPS 1588 Back Creek Restoration. James Michael seconded. Motion carried.**

**Approve submitting LOR for \$500 for NPS 1572 FY16 CBay Communications Workgroup-Daniel Lutz moved to approve submitting a LOR for \$500 for NPS 1572 FY16 CBay Communications Workgroup. Floyd Kursey seconded. Motion carried.**

**Approve submitting LOR for \$65,000 for NPS 1627 FY17Ag Implementation and Cover Crops-2<sup>nd</sup> payment-Daniel Lutz moved to approve submitting a LOR for \$65,000 for NPS 1627 FY17Ag Implementation and Cover Crops. James Michael seconded. Motion carried.**

**Approve Submitting LOR for \$35,000 for NPS 1656 FY18 CBAY Ag Implementation-Daniel Lutz moved to approve submitting a LOR for \$35,000 for NPS 1656 FY18 CBAY Ag Implementation. Lin Dunham seconded. Motion carried.**

**Fall Banquet-budget-Daniel Lutz moved to spent \$16 per plate for dinner and an additional \$200 for decorations. Lin Dunham seconded. Motion carried.**

**Tree Sale-The Forestry Committee met before the board meeting and the following is their recommendations: offer Norway Spruce, Colorado Blue Spruce and Eastern White Pine 10 for \$20: Offer Silky Dogwood 4-5' tall 4 for \$10: offer Golden Delicious and Gala apple trees 2 for \$30: offer Redhaven peach trees for \$15 and also offer rain barrels again this year. The date for the sale will be April 5 and 6. Staff will look into online ordering. Daniel Lutz moved to approve the Forestry Committee recommendations. James Michael seconded. Motion carried.**

**Two Rivers Giving Circle Grant Application/Donation-No action.**

**Appalachian Grazing Conference requesting \$1000 and farmer sponsorship-Lin Dunham moved to table for the next meeting. Daniel Lutz seconded. Motion carried.**

#### **Chesapeake Bay Program**

**Approve Divisional Fencing-Back Creek Bend Farm, Stewart Gore, Daryl LaRusso, Thomas LeFevre, Kenneth W. Michael, Pete Vila-Daniel Lutz moved to approve the following for Divisional fencing:**

County	First Name	Last Name	Farm #	Tract #	Fd#	Feet	Amount	BMP
Berkeley	BackCreek	Bend Farm Inc	496	317	7,2,3,4	MAX	\$ 5,000.00	Divisional Fence
Berkeley	Stewart W.	Gore	157	365	5,6	MAX	\$ 5,000.00	Divisional Fence
Berkeley	Daryl	LaRusso	163	287	2	MAX	\$ 5,000.00	Divisional Fence
Berkeley	Thomas	LeFevre	1411	160	19,6,4	MAX	\$ 5,000.00	Divisional Fence
Berkeley	Thomas	LeFevre	683	110	1			Divisional Fence
Morgan	Kenneth W	Michael	544	3476	3,1	MAX	\$ 5,000.00	Divisional Fence
Morgan	Kenneth W	Michael	545	3475	2	MAX		Divisional Fence
Jefferson	Peter	Vila	8	6	4	MAX	\$ 5,000.00	Divisional Fence

**Todd Butler seconded. Motion carried.**

**Approve Heavy Use Protection Area- Christine Mann, Thomas Newcomer, Rawlings Farm, Robert Gruber, Michael Gloyd, Peter Vila, Kenneth Michael-Daniel Lutz moved to approve the following for Heavy Use Area Protection:**

Morgan	Michael W.	Gloyd	204	52		1516	\$ 2,000.00	HUAP
Jefferson	Robert A.	Gruber	27	23		1516	\$ 2,000.00	HUAP
Berkeley	Thomas	LeFevre	683			1800	\$ 2,000.00	HUAP
Jefferson	Christine	Mann	755	772	1	1516	\$ 2,000.00	HUAP
Morgan	Kenneth W	Michael	545	3475		1516	\$ 2,000.00	HUAP
Jefferson	Thomas	Newcomer	943	908		1516	\$ 2,000.00	HUAP
Jefferson	Rawlings Farm		1187	1165	14	1516	\$ 2,000.00	HUAP
Jefferson	Peter	Vila	8	6	3	1516	\$ 2,000.00	HUAP

**James Michael seconded. Motion carried.**

**Approve cover crop payments-James W. Butler, Barbara Byers-Lin Dunham moved to approve the following cover crop payments:**

Berkeley	James W.	Butler	1310	5235	4,9,10	33	\$ 1,650.00	10369
Berkeley	Barbara H.	Byers	408	1091	8,3	30	\$ 1,500.00	10368

**Daniel Lutz seconded. Motion carried.**

**Approve Stream Fencing payments-John Grove-Daniel Lutz moved to approve the following stream fencing payment:**

Berkeley	John	Grove	41	401		3561 f	\$ 6,587.85	10370
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**James Michael seconded. Motion carried.**

**Approve continual signup for Divisional Fencing, Stream Fencing, Heavy Use Area Protection-Daniel Lutz moved to table the approval for continual signup for Divisional Fencing, Stream Fencing, Heavy Use Area Protection until the next meeting. James Michael seconded. Motion carried.**

### Ag-Enhancement Program

**Approve continual signup for the Lime Program- Daniel Lutz moved to table the approval for continual signup for Lime Program until the next meeting. Todd Butler seconded. Motion carried.**

**Approve Lime payment for Terry Dunn-Daniel Lutz moved to approve the following for lime payment:**

Jefferson	Terry	Dunn	71	75	2,7	9.51	12.363	\$	247.26	10372	Lime
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**James Michael seconded. Motion carried.**

**Elks Run**

**Septic Repair Payment Approvals – Approve payments for septic repair for Jennifer Williams-Daniel Lutz moved to approve payment of \$4755 to Kidwell Plumbing for Williams septic repair. Lin Dunham seconded. Motion carried.**

**Jefferson County WOIP**

**Septic Pumping Approvals-Jamie Shingleton, Bianca Ciotti, Donald Evans, Steve Floyd, Robert Sclater, Pamela Gearhart, Michael Donnelly-Lin Dunham moved to approve Jamie Shingleton, Bianca Ciotti, Donald Evans, Steve Floyd, Robert Sclater, Pamela Gearhart and Michael Donnelly for septic pumping. Daniel Lutz seconded. Motion carried.**

**Septic Pumping Payment Approval-Kim Lowry, Abigail Ingram-Daniel Lutz moved to approve the following payments:**

Last	First	Amount	Check #
Ingram	Abigail	\$ 150.00	10367
Lowry	Kim	\$ 150.00	10371

**James Michael seconded. Motion carried.**

**Financial Reports**

**Approve financial reports/expenses-Todd Butler moved to approve the financial reports and expenses. James Michael seconded. Motion carried.**

**Approve moving all 319/Chesapeake Bay money from our non-interest-bearing checking account to our interest-bearing checking account-319/Chesapeake Bay money was always considered federal money and not allowed to draw interest. We are now being told that it can draw interest. The other reason for having the non-interest checking account is that the Money Market account has a limit of 6 checks/deposits per month. Floyd recommended doing some research with the bank to see if the regular checking account need to have some type of balance to remain active and consider what amount the district would want to leave in that account. Daniel Lutz moved to have Floyd Kursey and the district manager do the necessary research and return to the next board meeting with a recommendation. Todd Butler seconded. Motion carried.**

**Approve moving \$2621.01 from CBay Match-NRCS CIG Cover Crop back to the Jefferson County Water Quality Improvement Program to close the NRCS CIG Cover Crop Account-James Michael moved to approve \$2621.01 from CBay Match-NRCS CIG Cover Crop back to the Jefferson County Water Quality Improvement Program. Floyd Kursey seconded. Motion carried.**

**Supervisor Report**

*Floyd Kursey*-worked the State Fair booth. They had samples of watering systems and rain barrels but no information on how to get them. Floyd had two complaints about the office not being covered during the last

week of AEP sign up. This is the first that staff has heard of a problem. Program sign up was from June 1 through August 24. Office was closed/or technical staff was out of office on August 22 and 23. Technical staff explained that signs were posted and office was covered by Amy Henry who is a 50/50 employee with WVCA on August 22 and on August 23 by Carla Wiley from our partnering agency, FSA to handle any applications.

*Lin Dunham*-attended the Envirothon meeting at Canaan Valley.

*Todd Butler*-picking apples in the mud and the heat.

*James Michael*-Jim is working with the Warm Springs Watershed Association, local government and NRCS to update the watershed plan for the dams due to several flooding events this summer in Berkeley Springs. Jeremy though it would good to keep Brian informed. Jim is also working on getting new monitors for the dams.

The meeting adjourned at 9 pm.

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Nancy Lutz  
Chairperson

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Robert Boarman  
Secretary