

*Eastern Panhandle Conservation District*  
**BOARD MEETING**  
August 26, 2025, 7:00 pm.  
**AGENDA**

**Call to Order**  
**Pledge of Allegiance/Prayer**  
**Welcome & Introductions**

**M: Agenda Approval**  
**M: Approval of Minutes for July 17, 2025 Meeting**  
**M: Approval of Minutes for August 5, 2025 Supplemental Meeting**

**Attendance:**

**Report of Cooperating Agencies**

WVCA/EPCD	WVDEP
WVDA	WVDOF
NRCS	FSA
WVACD	LEPC
JCSWA	

**Committee Meeting Reports:**

<b>Education/Awards</b>	<b>Robert Boarman – Chair</b>
<b>Legislative</b>	<b>Vacant – Chair</b>
<b>Budget &amp; Finance</b>	<b>Robert Boarman – Chair</b>
<b>Forestry/Tree Sale</b>	<b>Robert Boarman – Chair</b>
<b>Ag – Enhancement</b>	<b>Nancy Lutz – Chair</b>
<b>Watershed</b>	<b>Vacant – Chair</b>
<b>Equipment</b>	<b>Robert Cloud – Chair</b>

**Invoices/Reimbursements:**

D / M Reimbursement: Danny Lutz – \$545.80 – Pens (marketing)  
D / M Reimbursement: Danny Lutz - \$76.01 + \$92.49 = \$168.50 Truck Fuel  
D / M Reimbursement: Danny Lutz - \$204.53 – Hotel – Bridgeport meeting  
D / M Reimbursement: Danny Lutz - \$38.89 + \$164.14 = \$203.03 – Food/Beverage Forum meeting  
D / M Reimbursement: Danny Lutz - \$52.97 – Megaphone – Farm Tour  
D / M Reimbursement: Danny Lutz - \$37.75 – Beverages – Kursey's  
D / M Reimbursement: Danny Lutz - \$29.95 + \$21.05 + \$29.95 = \$80.95 – Postage/Soil Samples  
D / M Rent due \$7,504.00 – 2 Quarters  
D / M Invoice - \$99.00 + \$44.00 + 22.00 = \$165.00 – WayPoint – Soil Samples  
D / M Invoice - \$99.47 – Kent Parsons Ford Inc. – Truck Oil Change  
D / M Quote – \$1467.00 - Progressive Printing (Hanna)

**Correspondence:**

D / M Thank you letter from PVAS for donation in Jim Michael's name  
D / M

**New Business:**

D / M Decide whether to order calendars for 2026  
D / M Warm Springs Run Emergency Action Plans  
D / M Discuss Banquet – Pick location  
D / M Discuss finding 2 new Morgan Co. Supervisor  
D / M Carroll Greene Nominations  
D / M WVACD Honorary Member at Large  
D / M WVACD Lifetime Honorary Member  
D / M Update Committee Roosters  
D / M Look over handbook for revisions for next meeting  
D / M Tree sale (select nurseries, types, and amount of trees)  
D / M Town of Bath Flood Control O M & R Funding Agreement  
D / M GLCI Field Day - Food Sponsorship  
D / M Approve GLCI Field Day Porta-potty rental up to \$550.00  
D / M Approve GLCI Field Guides purchase up to \$250.00  
D / M Approve Speaker Invoice for Drone Assist Services \$200.00 for GLCI Field Day  
D / M Eastern Regional meeting. Request approval for \$150 toward food/beverages

**Jefferson County Water Quality Improvement Program:**

APPLICATIONS:

D / M Sandy Kovach, Warren Mickey (376 Roper N. Fork Road), Warren Mickey (380 Roper N. Fork Road), Anita Fleshman, John Murdock, Adam Welch, Calvin Langford, Michelle Krassowski

PAYMENTS:

D / M Brandy Chen \$150, Katelyn Walters \$150, Reba Jones \$150

**LOR**

LOR ID: 16416

Purpose: FY26 O&M Allocation Warm Springs

Amount: 24440.00

AGR: 1478-00

LOR ID: 16428

Purpose: GLCI District Participation

Amount: 3000.00

AGR: 1487-01

LOR ID: 16430

Purpose: FY26 AgEnhancement Program Allotment

Amount: 29600.00

AGR: 1508-00

**Agriculture Enhancement | Chesapeake Bay Programs:**

Admin Agreement:

D/M: Add Invasive Species Management

New Cooperators:

D/M: Megan Robinson, Adam Cook, Shawn Thomas, Sandy Kovach, Gale Seiler, The City of Martinsburg Housing Authority

Applications:

D/M Lime: Michael A Burkhart, Tim Folk, Adam B Cook, Joey Bartgis, Back Creek Bend Farm Inc, Robert Bane

D/M Pasture Re-Seeding: Back Creek Bend Farm Inc

D/M Hay Re-Seeding: Tom Louderback

D/M Urban Ag: Mark Glascock, Sandy Kovach, The City of Martinsburg Housing Authority, Gale Seiler

D / M Honeybee Nucleus: Sandy Kovach

PAYMENTS:

D/M Pasture Division Fence: Cindy Gruber \$320.65

**Warm Springs Run Flood Control Structures:**

D / M

**NPS & State 319 Water Quality Programs:**

**Sleepy Creek Septic:**

APPLICATIONS:

D / M

PAYMENTS:

D / M

**Elks Run:**

D / M Septic repair for Sheryl Calhoun is complete - \$7,000

D / M Mailers being cost shared with WV Rivers (\$733.50 from Elks Run 319, \$733.50 WV Rivers)  
\$1467

**Back Creek:**

**Financial Reports:**

D / M

**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**

**Upcoming Dates:**

Next board meeting: September 17, 2025 7:00pm