

Eastern Panhandle Conservation District

BOARD MEETING

September 17, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on September 17, 2025, commencing at 7:02pm 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 (Virtual), Robert Boarman, Robert Cloud, and Carla Kitchen

**WVCA:** Melinda Valentine – Scott, Don Whetzel, Talon LeFevre, Hanna Weikert, Skylar Brown, and Erin Coda

**Associate Supervisors:** David Tabb

**NRCS:** Tim Canfield, Bella Videtti, Christi Hicks, and Jon Bourdon

Chairman Lutz called the meeting to order.

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**Reading / Approval of the Agenda/Minutes:**

September 17, 2025 Agenda: **Robert Boarman moved to approve the agenda as presented; second by Robert Cloud, motion carried.**

August 26, 2025 Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Robert Boarman, motion carried.**

August 26, 2025 Supplemental Forestry Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Robert Boarman, motion carried.**

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**Reports Given by Cooperating Agencies:**

**WVCA/EPCD** –Don Whetzel, Talon LeFevre, Hanna Weikert, Skylar Brown, and Erin Coda

Hanna requested an amendment for the previously approved mailers being cost shared with WV Rivers (\$733.50 from Elks Run 319, \$733.50 WV Rivers) The new amount for WV Rivers \$645.82.

**NRCS** – Tim Canfield, Christi Hicks, and Jon Bourdon

#### **Invoices/Reimbursements:**

D / M Invoice: Self-Storage - \$132.00 – Storage Unit **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: FSA - \$3,752.00 – 4<sup>th</sup> Qtr Rent **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: Waypoint – \$33.00 + \$22.00 = \$55.00 - Soil Samples **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

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

D / M Reimbursement: Danny Lutz – \$220.02 - GLCI Spiral notebooks as well as \$76.35 Postage for soil samples. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: Quill - \$116.97 – Copy Paper **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: DairyOne - \$30.00 – Hay Testing **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: CoxHollidaYoung - \$1250.00 - Accountant **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

D / M Banquet – Approve place & budget. Melinda Valentine - Scott presented three options: Kitzi's, The Purple Iris, and Pownells. Discussed price and availability of each. **Robert Boarman moved to approve The Purple Iris; second by Robert Cloud, motion carried. 10.14.2025. 5pm Social hour with 6pm dinner. Melinda Valentine - Scott will contact The Purple Iris to confirm.**

#### **Correspondence:**

D / M Morgan County supervisor search update. **Discussion. Robert Boarman to reach out to potential candidate, Don Whetzel recommending Jessica Harmison be officially removed.**

### **New Business:**

D / M Discuss Bolo ties as a fundraiser. **Discussion Only. Tabled until October meeting.**

D / M Discuss Christmas Tree decorating contest for 2026 **Discussion Only. Tabled until October meeting.**

D / M Updated Lease Agreement for Mowing Contact with Morgan Co. Commissioners. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

### **Jefferson County Water Quality Improvement Program:**

#### APPLICATIONS:

D / M Michael Oates, Jessie Molina, Michael Oates, Brown Truslow, Alice M Sims, Christopher Wright, James Reifer **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

#### PAYMENTS:

D / M Megan Perez \$150, David Nedorostek \$150, Stephen Hastings \$150, George L Jury \$150, Marcel Brown \$150, Franklin Ring Jr \$150, Ian Bartosevich \$150. **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

### **Agriculture Enhancement | Chesapeake Bay Programs:**

New Cooperators: **N/A**

#### Applications:

D/M Lime: Vince Kesecker, Michael Kercheval, Timothy LeMaster, Michelle Albert, CT Burkhart **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Hay & Pasture Re-Seeding: Timothy LeMaster, Buds Farm LLC, CT Burkhart **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Invasive Species: David Michaels, Andrew LeFevre, Bruce Chrisman, Carla Kitchen. **Carla Kitchen abstained. Robert Cloud moved to approve; second by Nancy Lutz, motion carried.**

PAYMENTS:

N/A

**Warm Springs Run Flood Control Structures:**

D/M Emergency action plans for Warm Springs Run 1, 5, 6, 7 and 9 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Pay WVACD for the IDIQ services **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

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

No Report

**Sleepy Creek Septic:**

No Report

APPLICATIONS:

N/A

PAYMENTS:

N/A

**Elks Run:**

D / M No Report

**Back Creek:**

No Report

**Financial Reports:**

No Report

**Financial Reports:**

D / M Treasurer's Report - No Report

D / M EPCD Co-Admin Funds Cash Balance Report - No Report

D / M Operating Account Activity - No Report

**Supervisor Reports**

**D-discussion**

**M-possible**

**Robert Boarman moved to adjourn the meeting; second by Robert Cloud, motion carried; meeting adjourned at 8:03pm.**

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

**X**

Chairperson

Date

