

Eastern Panhandle Conservation District

BOARD MEETING

October 15, 2025 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on October 15, 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, Robert Boarman, Robert Cloud, and Carla Kitchen

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

WVCA: Talon LeFevre, Hanna Weikert, Skylar Brown, Erin Coda, Heather Duncan (Virtual), and Judith Lyons (Virtual)

Associate Supervisors: David Tabb and Bill Ferris

NRCS: Not Present

Also Present: Mike Kercheval

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

October 15, 2025 Agenda: **Robert Boarman** moved to approve the agenda as presented; second by **Robert Cloud**, motion carried.

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

September 11, 2025 Supplemental Meeting Minutes: **Robert Boarman** moved to approve the minutes as presented; second by **Robert Cloud**, motion carried.

Reports Given by Cooperating Agencies

Invoices/Reimbursements:

D / M Invoice: Comcast - \$207.23 – Internet. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: WV Correctional Industries - \$58.89 – Custom Sign. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: Waypoint - \$22.00 + \$21.00 + \$22.00 = **\$65.00** – Soil Samples. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: Progressive Printing - \$1,931.08 – Fall Newsletter. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Invoice: Dairy One - \$82.00 – Forage Samples. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

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

D / M Invoice: CoxHollidaYoung - \$800.00 – Accountant. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Reimbursement: Danny Lutz - \$11.70 + \$10.50 + \$11.10 + \$11.10 = **\$44.40** – Postage/Soil Samples. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Danny Lutz to pay Purple Iris Invoice. Reimbursement approved. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Correspondence:

D / M Another Potesta statement **Discussion Only**

New Business:

D / M Approve \$3,000 limit for April 2026 Quarterly Meeting. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Approve Fall Newsletter. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D / M Letter for WS Dam 9 Potential Buyers about Easement. **Robert Boarman moved to approve; second by Robert Cloud, motion carried. *All state funds per Judith Lyons. Hire a surveyor.**

D / M 5 Plastic storage containers needed for paperwork. **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

D / M District to obtain real estate attorney and a permanent and temporary easement for Warm Spring 7. **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

LOR

LOR ID: 16449

Purpose: WVDA AgEP Drought Exigency

Amount: 26205.00

AGR: 1502-01-X

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

Open drought exigency. **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

D / M Christian Baker, Walter Wojcik, J. Eldred Hill, William Vacca, Gerald Gissing, Jennifer Forsch, James Lusby-Treber, Michael Holt, Derrick Gonzales, James Marrone, Max Oates Jr., John Milburn **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

PAYMENTS:

D / M Linda Musselman \$150, Stanley Dunn Jr. \$150, Stanley Dunn Jr. \$150, Vernon Robinson \$150, Charles Potter \$150 **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperators:

D/M: Chip & Jessica Comstock **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

Applications:

D/M Hay & Pasture Re-Seeding: Todd Butler **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

D/M Invasive Species: Butler Family LTD **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

D/M Lime: Ben Byers **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

PAYMENTS:

D/M Lime: Vince Kesecker \$243.75, Joey Bartgis \$1,961.50 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Invasive Species: Andrew LeFevre \$457.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Hay Reseeding: Vince Kesecker \$845.65, Bruce Chrisman \$1,547.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

D/M Urban Ag: Gale Seiler \$498.68 **Robert Cloud moved to approve; second by Robert Boarman, motion carried.**

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

Robert Boarman moved to adjourn the meeting; second by Robert Cloud, motion carried; meeting adjourned at 8:15pm.

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

X

Chairperson

Date

12 Nov 2025