

Eastern Panhandle Conservation District

BOARD MEETING

February 25, 2026, 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on February 25, 2026, 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, Nancy Lutz, Robert Boarman, Robert Cloud, and Carla Kitchen

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

WVCA: Melinda Valentine – Scott, Don Whetzel, Hanna Weikert, Skylar Brown, Erin Coda, Jocelyn Gaujot (Virtual), and Heather Duncan

NRCS: Brooke Clutter

Associate Supervisors: David Tabb and Bill Ferris

Others Present: Rebecca Cloud, Margaret Liskey, and Jack Hefestay (Virtual)

Chairman Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

February 25, 2026 Agenda: **Nancy Lutz moved to amend the agenda to move line item #4 under correspondence “Human Rights Letters” to the end in case executive session is needed. Nancy Lutz approved the agenda as amended; second by Robert Boarman, motion carried.**

January 21, 2026 Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Robert Boarman, motion carried.**

Reports Given by Cooperating Agencies:

WVCA/EPCD – Don Whetzel, Hanna Weikert, Skylar Brown, Erin Coda, Heather Duncan, and Melinda Valentine-Scott.

Motion to approve partnering with Potomac Valley for the Envirothon Training. Up to \$1,000
Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

Motion to approve using less expensive folders for board packets. **Nancy Lutz moved to approve; second by Robert Boarman, motion carried.**

NRCS – Brooke Clutter

Invoices/Reimbursements:

M: Invoice: Quill - \$69.99 – Annual Membership Nancy Lutz moved to approve; second by Robert Cloud, motion carried.

M: Invoice: D'Appolonia - \$202,120.50 – Phase 3 and 4 (verified by our engineer) Robert Boarman moved to approve; second by Nancy Lutz, motion carried.

M: Invoice: CoxHollidaYoung - \$960.00 – January accounting & 1099 Prep Nancy Lutz moved to approve; second by Robert Boarman, motion carried.

M: Reimbursement: Danny Lutz - \$78.00 - Stamps Robert Boarman moved to approve; second by Robert Cloud, motion carried.

M: Invoice: Komax - \$44.34 – Copier Robert Boarman moved to approve; second by Carla Kitchen, motion carried.

M: Invoice: FSA - \$5,048.78 - 3rd Qtr Rent Robert Boarman moved to approve; second by Carla Kitchen, motion carried.

Correspondence:

D: SB 631 (Heather Duncan) Specific points and/or pros or cons from the board. Discussion Only

M: Donation request Morgan County Senior Life Services. Table until specific amount is clarified. Melinda Valentine-Scott will reach out to them for specifics. Robert Boarman moved to approve; second by Carla Kitchen, motion carried.

M: Spring Mills High – Support a tree planting on campus. Robert Boarman moved to approve up to \$1,000; second by Robert Cloud, motion carried.

M: WVU asking for donation for “WVU Soils Team” to sponsor student \$6,000.00 Robert Boarman moved to approve \$250.00; second by Carla Kitchen, motion carried.

New Business:

D: QuickBooks desktop will be discontinued. Monthly fee will be required. Discussion Only. Table until May. Robert Boarman moved to approve; second by Robert Cloud, motion carried.

M: Donation to a charity in John Overington’s name Robert Boarman moved to approve sponsoring the Tree contest by providing the prize money “In honor of John Overington”; second by Carla Kitchen, motion carried.

M: Approve CDO budget and personal plan **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

M: Schedule Finance Meeting to go over District budget. **Scheduled for March 4th. Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

M: Dennis Rodkey, Amber Brewster, William Plummer, Steven Kirby **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

PAYMENTS:

M: Steve Floyd \$150, Michelle Krassowski \$150, Jennifer Forsch \$150 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

M: Send reminder letters to cooperators who haven't completed practices **Robert Cloud moved to approve; second by Nancy Lutz, motion carried.**

New Cooperators:

M: Tracy Dove

APPLICATIONS:

M: Honeybee Nucleus: Douglas Lance, Bonnie Szantyr, Dennis Rodkey, Tracy Dove, Susan Coleman

M: Hay & Pasture: Richard B. Talbott, Richard N. Talbott, Arnold Hess, Kelly Bartis

M: Invasive Species: Richard B. Talbott, Richard N. Talbott

M: Heavy Use Area: Richard B. Talbott, Richard N. Talbott

M: Pollinator Plot: Dennis Rodkey, Tracy Dove

M: Urban Ag: Dennis Rodkey, Tracy Dove

M: Cover Crop: Jason Magaha

M: Lime: Arnold Hess, Kelly Bartgis

Nancy Lutz moved to approve all; second by Robert Cloud, motion carried.

PAYMENTS:

M: Lime: Jeremy Glassford \$842.75

M: Cover Crop: Jason Lewis, Jason Magaha. ~~O'Sullivan Farms~~ (Did not plant)

Nancy Lutz moved to approve all; second by Robert Cloud, motion carried.

Warm Springs Run Flood Control Structures:

N/A this month

NPS & State 319 Water Quality Programs:

M: Fix payments:

- \$2,494.11 from Invoice #6 was paid from the operating account and needs to come out of the 319 Elks Run account.
- \$821.18 from invoice #7 was paid using state match and needs to come out of the 319 Elks Run account.

Nancy Lutz moved to approve both; second by Robert Cloud, motion carried.

M: Human Rights Letters. **Robert Cloud moved to enter an Executive Session; second by Robert Boarman, motion carried.**

****Executive Session begins at 8:32pm****

Nancy Lutz moved to end Executive Session; second by Robert Boarman, motion carries.

****Executive Session ends at 8:53pm****

Nancy Lutz moved to retain counsel; no second. Motion dies.

Robert Cloud moved to pay \$250,000.00 settlement to Jody Sims, then obtain legal counsel to recoup funds from the five (5) parties named by the complainant; second by Carla Kitchen. 3 Ayes to 1 Nay. motion carried.

Financial Reports:

D: Statements provided in packet

Financial Reports:

D: Treasurer's Report

D: EPCD Co-Admin Funds Cash Balance Report

D: Operating Account Activity

Supervisor Reports

D-discussion	M-possible
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Adjourn: Robert Boarman moves to adjourn 8:59pm, unanimous

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

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Upcoming Dates:

Finance Meeting: March 4, 2026, 7:00pm

Next board meeting: March 18, 2026, 7:00pm

