

Eastern Panhandle Conservation District

BOARD MEETING

May 20, 2026, 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on May 20, 2026, commencing at 7:00pm at Eastern Panhandle District Office and Via Teams. The meeting was called to order by 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: Don Whetzel, Melinda Valentine – Scott, Skylar Brown, Talon LeFevre (virtual), and Erin Coda

NRCS: Brooke Clutter, Bella Videtti, Mike Omps, and Tim Canfield

Associate Supervisors: Bill Ferris and David Tabb

Others Present: Karen Magaha, Rebecca Cloud, and Margaret Liskey

Danny Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

May 20, 2026 Agenda: **Robert Boarman approved the agenda; second by Carla Kitchen, motion carried.**

April 16, 2026 Meeting Minutes: **Robert Cloud moved to approve the minutes as presented; second by Carla Kitchen, motion carried.**

Reports Given by Cooperating Agencies:

WVCA/EPCD –Skylar Brown and Don Whetzel

NRCS – Tim Canfield

Danny Lutz suggested Robert Boarman to Chair Nomination Committee. Committee Volunteers: Robert Cloud, Carla Kitchen, Bill Ferris, and Karen Magaha. **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

Invoices/Reimbursements:

M: Invoice: WayPoint - \$44.00 + \$99.00 + \$44.00 = \$187.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

M: Invoice: D'Appolonia - \$80,045.22 – Warm Springs Dam #7 (Approved complete by Hunter) **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

M: Invoice: Encova - \$214.00 – Workers' Comp Annual Policy **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

Correspondence:

D: Land Judging Contest - Dates and location confirmation **Defer Action. Time has passed.**

M: Membership Renewal – Soil and Water Conservation Society - \$275.00 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

New Business:

M: CREP payments for Michael Lillie for \$116.00 and \$148.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

M: Ask permission of Board of Supervisors to have Danny attend Northeast Regional Meeting in Wilmington, Delaware 24 to 27 August 2026. Registration is due by 1 July. **Robert Boarman moved to approve; second by Carla Kitchen, motion carried.**

D: Review new AgEP agreement **Discussion Only**

M: Newsletter - approve amount of \$993.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

LOR

LOR ID: 16494
Purpose: FY27 Q1 District Support Allotment

Amount: \$ 35,428.00
AGR: 1024-09

LOR ID: 16495
Purpose: FY27 Q2 District Support Allotment
Amount: \$ 18,369.00
AGR: 1024-09

LOR ID: 16496
Purpose: FY27 Q3 District Support Allotment
Amount: \$ 18,368.00
AGR: 1024-09

LOR ID: 16497
Purpose: FY27 Q4 District Support Allotment
Amount: \$ 13,674.00
AGR: 1024-09

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

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

M: Dave Dahler, Nicole Mullins, David Landsberger, Zane Avalos, Patricia Walker, Christine Perun
Robert Boarman moved to approve; second by Robert Cloud, motion carried.

PAYMENTS:

M: Amber Brewster: \$150.00, Margaret Thornton: \$150.00, James Lusby-Treber: \$150.00, Gerald Gissing: \$150.00, Charles Redmond: \$150.00 **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperators:

N/A

APPLICATIONS:

N/A – Applications closed

PAYMENTS:

M: Lime: Michael A Burkhardt \$579.80 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

M: Invasive Species: Richard B Talbott \$476.08, Richard N Talbott \$476.08 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

M: Hay Re-Seeding: Richard N Talbott \$3,250, Richard B Talbott \$813.80, Margaret Thornton \$390 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

M: Urban AG: Martinsburg Housing Authority: \$500.00, David Elliott: \$500.00, Tracy Dove \$100.31 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

M: Honey Bee: Craig Alexander : \$157.50, Bonnie Szantyr: \$300.00, Douglas Lance: \$300.00, Susan Coleman: \$300.00, Margaret Thornton: \$300.00, Tracy Dove \$300.00 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

M: Pollinator Plot: Tracy Dove \$300.00 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

CBAY Fence:

M: Divisional Fence: Terry Morgan \$4,549.45, Robert Gruber \$5422.76 **Carla Kitchen moved to approve; second by Robert Cloud, motion carried.**

NPS & State 319 Water Quality Programs:

N/A

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

All present in board packets

Supervisor Reports

D-discussion	M-possible
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Adjourn: Robert Boarman moves to adjourn 8:11pm, Unanimous, motion carried.

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

X  _____
Chairperson Date

Upcoming Dates:

Next board meeting: June 17, 2026, 7:00pm

