

Eastern Panhandle Conservation District

BOARD MEETING

June 17, 2026, 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on June 17, 2026, commencing at 7:00pm at Eastern Panhandle District Office and Via Teams. The meeting was called to order by Danny Lutz.

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

WVCA: Don Whetzel, Erin Coda, and Melinda Valentine - Scott

WVACD: Heather Duncan

NRCS: Tim Canfield, Bella Videtti, Brooke Clutter, Jon Bourdon

Associate Supervisors: Davis Tabb and Bill Ferris

Others Present: Karen Magaha, Adam Cook, Nelson Jacobson (Virtual)

Danny Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

June 17, 2026 Agenda: **Robert Cloud approved the agenda; second by Robert Boarman, motion carried.**

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

Reports Given by Cooperating Agencies:

WVCA: Don Whetzel and Erin Coda

WVACD: Heather Duncan

NRCS: Tim Canfield and Jon Bourdon

Reports Given by Committees:

Ag-Enhancement: Designated the following for District Farm of the Year:

Non-Traditional – Blackwell Farm

Traditional – Harmony Hill

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

Equipment: Equipment no longer for rent will be offered to other districts. If they are not interested, the equipment will be auctioned off.

Invoices/Reimbursements:

M: Invoice: West Virginia Association of Conservation District - \$5,000.00 – Annual Dues Carla Kitchen moved to approve; second by Robert Cloud, motion carried

M: Invoice: WV Dept of Ag - \$60.00 – Nursery Registration Carla Kitchen moved to wait at this time; second by Robert Cloud, motion carried

M: Invoice: BRIM - \$2,599.00 – Quarterly Premium Carla Kitchen moved to approve; second by Robert Cloud, motion carried

M: Invoice: Quill - \$57.97 – Office Supplies Robert Boarman moved to approve; second by Carla Kitchen, motion carried

M: Invoice: CoxHollidaYoung - \$1680.00 – April and May Accounting Carla Kitchen moved to approve; second by Robert Cloud, motion carried

M: Reimburse: Danny Lutz - \$370.00 – USPS Annual Bulk Mail Fee Robert Cloud moved to approve; second by Robert Boarman, motion carried

Correspondence:

M: Consider approving John Doyle's septic application. The pumping was completed before a correct application was submitted and approved. Robert Boarman moved to deny approving the payment; second by Carla Kitchen, motion carried

M: Memorandum: OM&R Funds Recall. Return of ALL funds, including all accrued interest. Robert Cloud moved to approve keeping \$67,100 of those funds for the final bill not yet received, returning the rest; second by Carla Kitchen, motion carried

D: Century Farms "Here's Your (Farm) Sign" promotion - Discussion Only

D: DEP Warm Springs #9 Dam Inspection / Approval report – For informational purposes - Discussion Only

New Business:

M: Nominate our officers for EPCD – **Nominees:** Chair – Danny Lutz, Vice Chair – Robert Cloud, Treasurer – Carla Kitchen, Secretary – Robert Boarman. **Carla Kitchen moved to close nominations; second by Robert Cloud, motion carried. Robert Boarman moved to approve nominations presented; second by Robert Cloud, motion carried.**

D: Nominate position of President, First Vice President, Second Vice President, Secretary, or Treasurer for the WVACD for the next two years **Discussion Only. No Nominations.**

M: Nominate two people to the Board of Directors at our June meeting to take office 1 July 2026. **Nominees:** Danny Lutz and Carla Kitchen. **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

D: \$100 in cash found in a bank bag in a drawer. **Discussion Only. Deposit in General Fund**

M: Bank mistake and payroll **Carla Kitchen moved to approve returning to paper checks for payroll; second by Robert Cloud, motion carried**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:

M: Ry Eiklesberry, Dorothea Stickles, Pamela Vollmerhausen, Tabitha Porterfield,

Erin Snook, Bill Conley, Evelyn Gettys, Terri Mehling **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

PAYMENTS:

M: : Nancy Cox : \$150.00, Shelby LaTurno :\$150.00, Shelley Hill: \$150,.00, Holly Lambert: \$150.00, Sarah Santacroce: \$150.00, Keith Ludlow: \$150.00 **Robert Cloud moved to approve; second by Carla Kitchen, motion carried**

Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperators:

M: Susan Rude **Carla Kitchen moved to approve; second by Robert Boarman, motion carried**

APPLICATIONS:

N/A – Applications closed

PAYMENTS:

M: Lime: Timothy LeMaster: \$342.00, Kelly Bartgis: \$117.00 (needs signature) **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

M: Invasive Species: Margaret Thornton: \$99.86, Bill W. Grantham: \$127.00, Steven Hudock: \$500.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

M: Hay Re-Seeding: Harold Price: \$1607.45, CT Burkhardt: \$3053.05, Timothy LeMaster: \$889.20 (needs signature) **Robert Cloud moved to approve; second by Robert Boarman, motion carried**

M: Urban AG: Melinda Valentine-Scott : \$137.80, Dennis Rodkey : \$146.04, Tori Creamer: \$500.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

M: Heavy Use Area: Richard B. Talbott: \$1980.00, Richard N. Talbott: \$1980.00 **Robert Boarman moved to approve; second by Robert Cloud, motion carried**

M: Honey Bee: James Dollinger: \$300.00, Sandy Kovach : \$157.50, Jenniffer Connell: \$247.50 **Robert Cloud moved to approve; second by Carla Kitchen, motion carried**

M: Pollinator Plot: Dennis Rodkey: \$52.38 **Robert Cloud moved to approve; second by Carla Kitchen, 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 8:37pm, Unanimous, motion carried.

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

X.  12 July 2026
Chairperson Date

Upcoming Dates:

Next board meeting: July 15, 2026, 7:00pm

