Eastern Panhandle Conservation District

BOARD MEETING

September 16, 2026, 7:00pm

Minutes

The **Eastern Panhandle Conservation District Board of Supervisors** held a Regular Board Meeting on September 16, 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, Nelson Jacobsen, Robert Cloud, Karen Magaha, and Adam Cook

WVCA: Don Whetzel and Melinda Valentine - Scott

NRCS: Brooke Clutter

Associate Supervisors: David Tabb and Bill Ferris

Public: Rebecca Cloud

Danny Lutz called the meeting to order.

Reading / Approval of the Agenda/Minutes:

M: Agenda Approval **Carla Kitchen approved the agenda as corrected; second by Robert Boarman, motion carried.**

M: Approval of Minutes for August 19, 2026, Meeting Minutes **Robert Boarman approved the minutes; second by Robert Cloud, motion carried.**

M: Approval of Minutes for August 24, 2026, Supplemental Meeting Minutes **Robert Boarman approved the minutes; second by Robert Cloud, motion carried.**

Reports Given by Cooperating Agencies:

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

NRCS: Brooke Clutter

JCSWA / LEPC: Davis Tabb

Reports Given by Committees:

Education/Awards – Karen Magaha
Legislative – Danny Lutz
Budget & Finance – In packet. Budget meeting coming soon.
Forestry/Tree Sale - No Report
Ag – Enhancement – Carla Kitchen - State Ag meeting at the end of the month
Watershed – Bill Ferris
Equipment – No Report

Invoices/Reimbursements:

M: Invoice: BRIM: $2,598.00 – Quarterly Insurance **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

M: Reimbursement: Danny Lutz - $466.08 – NE NACD meeting **Robert Boarman moved to approve; second by Adam Cook, motion carried.**

M: Invoice: Waypoint - $88.00 + $55.00 = $143.00 – Soil Samples **Robert Cloud moved to approve; second by Nelson Jacobsen, motion carried.**

M: Invoice: CoxHollidaYoung - $840.00 – July Accounting **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

M: Invoice: KBH Hauling - $500.00 – Farm Equipment Hauling **Robert Cloud moved to approve; second by Karen Magaha, motion carried.**

M: Invoice: FSA - $5,048.78 - 2nd Qtr rent **Carla Kitchen moved to approve; second by Nelson Jacobsen, motion carried.**

Correspondence:
D: Waypoint Price increase **Discussion Only**

New Business:
M: Cover luncheon for regional meeting on September 28, 2026 **Robert Boarman moved to approve up to $250.00; second by Adam Cook, motion carried.**

Jefferson County Water Quality Improvement Program:

APPLICATIONS:
M: Kathleen Montemurno, Michael Cummings, Mary Espinosa **Robert Boarman moved to approve; second by Robert Cloud, motion carried.**

PAYMENTS:

None

Agriculture Enhancement | Chesapeake Bay Programs:

New Cooperators:
None

APPLICATIONS:
D/M **Lime:** Vince Kesecker, Tom LeFevre, Dave Michaels, James Wynkoop
D/M **Invasive Species:** Tom LeFevre
D/M **Hay Re-Seeding:** Mahogany Grove Farm
D/M **Urban AG:**
D/M **Heavy Use Area:** Tom LeFevre
D/M **Honeybee:** Chris Levy
Adam Cook moved to approve all; second by Carla Kitchen, motion carried.

PAYMENTS:
None

NPS & State 319 Water Quality Programs:

Sleepy Creek Septic Application
D/M Joseph Dropp **Robert Cloud moved to approve; second by Carla Kitchen, motion carried.**

Financial Reports:
D: Statements provided in packet

Supervisor Reports

D-discussion	M-possible

Adjourn: Robert Boarman moves to adjourn 7:53pm; second by Robert Cloud, motion carried.

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

X _____ 21 Oct 2026

Chairperson Date

Upcoming Dates:
Next board meeting: October 21, 2026 at 7:00pm