

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**October 11, 2018**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County  
Charles Pugh, Hancock County  
Britney Hervey-Farris, Brooke County  
Steve Paull, Brooke County, Vice-Chairman  
Cele Duvall, Ohio County  
Robert Luchetti, Ohio County  
David McCardle, Marshall County, Secretary/Treasurer  
Mark Fitzsimmons, Marshall County, Chairman

**Others Present**

Veronica Gibson, District Manager, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Lauren Hobbs, Soil Technician, NRCS  
J.L. Tennant, CED, FSA  
Brent Lyons, Forester, WVDOF  
David Shipman, Agriculture Program Assistant Marshall County, WVU Extension  
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, October 11, 2018 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

**Pledge of Allegiance** – Chairman Mark Fitzsimmons led the pledge of allegiance.

**Minutes**

**David McCardle made a motion to approve the minutes of the September 2018 Board meeting as presented. Seconded by Robert Luchetti. Motion passed.**

**Financial Report**

David McCardle, Treasurer, reviewed the financials for August. **Cele Duvall made a motion to file the August 2018 financials for audit. Seconded by Robert Luchetti. Motion passed.** The September bank statements were received late from the bank. The co-administered funds reconcilements were received from the WVCA but have not been reviewed. The NPCD funds were sent to the new accountant but are not available due to receiving the statements late and the accountant working on getting everything in order. Mark Fitzsimmons introduced Bob Straub, our CPA that is taking care of the NPCD funds. Bob Straub asked if the district would like to condense their chart of accounts. It is very lengthy. The board said condensing it would be fine. There was a discussion regarding what monthly reports the board would like to have. A CDO report is needed.

**Reports**

- District Crew
  - Mark Fitzsimmons reported that Wheeling Creek #3 is mowed. Harry Aston will work on Wheeling Creek #25 and #23 next. All the dams may not get mowed before

winter. Many repairs have been made to the mower and other equipment. The district may need to purchase a new mower deck.

- Farm Service Agency (FSA)
  - J.L Tennant gave a report on all current and upcoming programs and the deadline dates.
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report that was passed out to each supervisor. Brent reminded the board of fire season dates and times.
- WV Conservation Agency (WVCA)
  - The monthly agency report was passed out to each supervisor. Mark Fitzsimmons reviewed it.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor. Lauren Hobbs was introduced. She is the soil technician for UOCD. Lauren will help fill in at the NPCD office.
- Wheeling Creek Watershed Commission (WCWC)
  - No report.
- District Manager
  - Veronica Gibson thanked Cele Duvall for resolving an issue with the IRS from 2017. More notices from the IRS may be coming.
- Visitors
  - David Shipman – Master Gardner training begins January 24 in Marshall Country.
- Committee Reports
  - High Tunnel Committee – Britney Hervey-Farris, Jennifer Kile and Veronica Gibson planted in the high tunnel a few weeks ago. Britney brought strawberries that will need to be planted today.
  - Equipment Committee – David McCardle has signs that need to be placed on equipment. Paul Seidewitz will be contacted regarding returning the aerator.

### **Old Business**

- USDA Building Complex
  - Outside cleanup – Cleanup will be done following the meeting today to prepare for the dinner meeting to be held October 18.
- NPCD Truck Signage
  - Mark Fitzsimmons will take care of getting the signs for the truck. This was approved at a previous meeting.
- Conservation Outreach Dinner
  - October 18 @ 5:30 pm at the USDA Service Center.

- Display Banners
  - Pictures were sent to Davin White and hardware was ordered.
- NPCD Banquet – November 15
  - The banquet will be held at the Event Center at the Highlands on November 15 at 6:00 pm. The menu was set. **Cele Duvall made a motion to invite children that were winners in the education contests and allow them to bring 2 parents. Seconded by Jim Anderson. Motion passed.**
- Host July 2019 WVACD Quarterly Meeting
  - The district will find out at the next WVACD quarterly meeting if the proposal from the district was accepted.

### New Business

- John Marshall FFA Support – WV FFA Leadership Conference
  - A letter was received from the John Marshall FFA requesting assistance for registration for the WV FFA Leadership Conference. **Robert Luchetti made a motion to donate \$1,000 to the John Marshall FFA for registration to the WV FFA Leadership Conference. Seconded by David McCardle. Motion passed.**
- Snow Removal
  - J&R Excavating sent a proposal for snow removal for the USDA Service Center. The cost would be \$140 per visit. J&R Excavating has done the snow removal for the last several years. **David McCardle made a motion to have J&R Excavating do the snow removal at the USDA Service Center. Seconded by Jim Anderson. Motion passed.** It was noted to not have salt used on the back parking lot. It has not been sealed.
- Supervisor Travel & Per Diem
  - A letter was received from Brian Farkas informing all districts that at the October 9, 2018 State Conservation Committee (SCC) the SCC increased supervisor per diem to a maximum rate of \$80 per day. Districts may set their rate as they would like up to \$80 per day. **David McCardle made a motion to increase the NPCD supervisor per diem rate to \$80 for a full day and \$40 for a half day of work. Effective October 8, 2018. Seconded by Jim Anderson. Motion passed.**
- Bid for Concrete
  - Two bids were received for concrete for the inside of the bays of the addition to the equipment building. **Robert Luchetti made a motion to accept the bid from Jerry Gust in the amount of \$7,300. Seconded by Cele Duvall. Motion passed.** The bid is for the inside only.
- NPCD 2018-10-02 SPRP Morris Blockage
  - Ed Martin informed the district by email that the project for NPCD 2018-10-02 SPRP Morris Blockage in Brooke County has been cancelled due to restraints by the land owner.

- FY18 Agreed Upon Procedures Bids
  - One bid was received for the FY18 Agreed Upon Procedures. The board felt the bid was too high. **David McCardle made a motion to table the topic until the next meeting. Seconded by Robert Luchetti. Motion passed.**
- Soil Conservationist/NRCS Shared Employee Resumes
  - Each supervisor received a copy of all resumes received for the soil conservationist position. It was decided that interviews will be held on October 19. Britney Hervey-Farris will contact each candidate and set up an interview time. Copies of all resumes have been sent to the Upper Ohio Conservation District (UOCD) for their review. UOCD supervisors will attend the interviews.
- Conservation Agreements
  - Daniel Swartzmiller/Hancock County/7 acres
  - Vaunie Brown/Hancock County/63 acres  
**David McCardle made a motion to approve the agreements for Daniel Swartzmiller and Vaunie Brown as new cooperators. Seconded by Cele Duvall. Motion passed.**
- Ag Enhancement Program
  - Modification

Name	Practice	Approved Amount	Correct Cost share
Walter Maas	Nutrient Management	\$45.36	\$126.00

**David McCardle made a motion to approve the modification of the cost share amount for Walter Mass from \$45.36 to \$126.00. Seconded by Cele Duvall. Motion passed.**

- Payment

Name	Practice	Amount	Cost Share
James Lilley	Fence	2,200 Feet	\$3,850.00

**David McCardle made a motion to approve the payment for James Lilley for his completed AgEP practice of fence. Seconded by Cele Duvall. Motion passed.**

- Applications
  - Pasture Division Fence

Name	Amount	Cost Share Estimate	Ranking
Lawrence and Rosemary Moore	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	123.5
Zach Sberna	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	111
Vaunie Brown	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	108
Betsy Tustin	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	104.5
Robert Randolph	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	104
David Kahlbaugh	1,000 ft (High Tensile/Barbed Wire)	\$1,750.00	101
Wallace McMillin	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	100
Raymond Dobbs	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	98
Michael Ludovici	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	96
Lewis Hopkins	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	93
Gary Strope	1,500 ft (High Tensile/Barbed Wire)	\$2,625.00	89

Total - \$39,025.00

○ Lime

Name	Amount	Cost Share Estimate	Ranking
James Litman	23.9 acres/47.96 tons	\$863.28	75.2
Dale Mason	9.7 acres/19.4 tons	\$349.20	75
Ronald Dobbs	20.43 acres/50.22 tons	\$903.96	74.2

Total - \$2,116.41

○ Water System

Name	Amount	Cost Share Estimate	Ranking
Ronald Yoho	1 system	\$2,945.66	65

Total - \$2,945.66

○ Heavy Use Protection Area

Name	Amount	Cost Share Estimate	Ranking
Jeffrey Allen	1,500 sq. ft	\$1,980.00	113

Total - \$1,980.00

**Cele Duvall made a motion to approve the following applications as received for the AgEP Program:**

**Lawrence and Rosemary Moore**

**Zach Sberna**

**Vaunie Brown**

**Betsy Tustin**

**David Kahlbaugh**

**Raymond Dobbs**

**Michael Ludovici**

**Lewis Hopkins**

**Gary Strobe**

**James Litman**

**Dale Mason**

**Ronald Dobbs**

**Ronald Yoho**

**Jeffery Allen**

**Seconded by Jim Anderson. Motion passed.**

Robert Randolph and Wallace McMillin were not approved.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) Copy of the 2018 WV Annual Bulletin 2) Email invitation form Blue Stream Farms to their learning lab 3) A letter from the WV Envirothon committee regarding promotional efforts 4) An email from WVACD regarding the next state fair committee meeting – October 15.

**NEXT MEETING** –The next meeting will be held on Thursday, November 8, 2018 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 1:00 pm.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**