

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
December 13, 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

Associate Supervisors Present

Gary Dean, Marshall County

Others Present

Veronica Gibson, District Manager, WVCA
Jenn Kile, Conservation Specialist, WVCA
Kim Fisher, Area Director, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Suzie Funka-Petery, Area Conservationist, NRCS
David Shipman, Soil Conservationist NPCD/NRCS
Bob Straub, CPA, Hartley & Straub
Harry Aston, NPCD Crew

Chairman Mark Fitzsimmons called the meeting to order on Thursday, December 13, 2018 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – Robert Luchetti led the pledge of allegiance.

Minutes

Charles Pugh made a motion to approve the minutes of the November 2018 Board meeting as presented. Seconded by Robert Luchetti. Motion passed.

Financial Report

Bob Straub, CPA, reviewed financial reports for district funds for October and November. Bob had the bank reconciliements for July through November of 2018 completed for the treasurer's review and signature. David McCardle, Treasurer, reviewed the co-administered funds financials for October and November. **Robert Luchetti made a motion to approve all financial reports for audit. Seconded by Cele Duvall.** Motion passed.

Reports

- District Crew
 - Harry Aston reported that the guardrail at Wheeling Creek #3 will have to be removed and replaced.

- Harry would like to have the electric in the outside building completed by next month.
 - All NPCD equipment has been moved under roof for the winter.
 - Discussion of soil tests for dams. It has been done in the past.
 - Mark Fitzsimmons, Jim Anderson and Harry Aston met with Jim Caldwell to visit each Harmon Creek dam. Jim Anderson talked to WV DOH regarding the guardrail at site #4. He has not heard anything back yet.
 - Jim Anderson purchased a seal for the back door. Harry will be asked to install the seal.
- Farm Service Agency (FSA)
 - No report
 - WV Division of Forestry (WVDOF)
 - A written report that was passed out to each supervisor.
 - WV Conservation Agency (WVCA)
 - Kim Fisher reviewed the monthly agency report that was passed out to each supervisor.
 - Kim encouraged the district to review all district manuals.
 - AgEP concerns are to be submitted to Jennifer Skaggs before January 31 to include additions or changes the district would like to see in the program.
 - Reviewed upcoming dates.
 - SSRP is not ready yet.
 - Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor.
 - Katie is currently working on current program contracts.
 - David Shipman started yesterday. He is the NRCS/NPCD shared employee.
 - The dinner meeting last month went well. Field day attendance was low due to the weather.
 - Katie will be on leave beginning next Thursday and return on January 7.
 - Suzie Funka-Petery – Apologized for missing the NPCD annual banquet due to weather. Suzie thanked Katie for performing the duties of the acting District Conservationist for the UOCD.
 - Wheeling Creek Watershed Commission (WCWC)
 - No report.
 - District Manager
 - Veronica Gibson reported that prices for the upcoming tree and berry sale are needed by the middle of next week. A sale flyer needs to be included in the next newsletter.
 - Working on a date for FY18 agreed upon procedures.
 - Veronica asked what the supervisors would like to see in the next newsletter. Britney Hervey-Farris will write an article to welcome and introduce David Shipman.

- Visitors
 - None
- Committee Reports
 - Building Committee – Jim Anderson reported that progress has been made with current building projects. The concrete in the building addition has been poured. Harry Aston is working on the electric. Jim will get new bids for the garage doors. Gary Dean will get a number for an electrician to look at the lights on the front porch of the building.
 - High Tunnel Committee – Britney Hervey-Farris reported that we should consider planting in the high tunnel in about a month. Britney will work with David Shipman regarding high tunnel plans. January 10 and 11, the Mid-Ohio Growers will provide a training at Mt Hope, OH. There was a discussion to have David Shipman attend this training.

Old Business

- USDA Building Complex
 - Katie Fitzsimmons requested a bag of sand for the back lot when ice accumulates. There are light bulbs in the building that need replaced.
- NPCD Truck Signage
 - Mark Fitzsimmons has been to Ohio Valley Awards for the logo for the truck. Hopefully the sign will be on truck by next month.
- Host July 2019 WVACD Quarterly Meeting
 - David McCardle – WVACD has the information from the hotel. Wayne McKeever will review the proposal from the hotel and will get back to us if any changes need to be made. There was a discussion of the events that the district will schedule for the quarterly meeting. It was decided that a meeting needs to be held for further discussion.

New Business

- Tools/Equipment for NPCD Crew for O&M
 - Mark Fitzsimmons reported – A new mower deck for the Ventrac needs to be purchased. Harry Aston has been using his own mower. The cost of the use of Harry's mower will be \$600.00. One bid was received for the cost of a new mower deck. At least two more bids are needed. Other items that need to be purchased are a canopy for the mower, a suspension seat kit for the mower, a battery grinder, a battery impact, an additional locking tool box for the truck and various tools. **Robert Luchetti made a motion to solicit for additional bids for a new mower deck for the Ventrac mower. Seconded by David McCardle. Motion passed. Robert Luchetti made a motion to purchase a canopy for the mower and a suspension seat kit for the mower at the cost presented. Seconded by David McCardle. (To be paid for from CDO – equipment replacement account) Motion passed. Jim Anderson made a motion to purchase all other items to include the battery impact, battery grinder, an additional locking tool box for the truck and various tools as presented. Seconded by Robert Luchetti. (To be paid for from the CDO – equipment replacement account) Motion passed.**

- Fruit Baskets for Dam Monitors/Private Property Owners
 - **Robert Luchetti made a motion to purchase up to six fruit baskets for dam monitors/property owners. Seconded by Jim Anderson. Motion passed.**
- Rain Barrels (UOCD)
 - The UOCD presented an opportunity to share the cost of rain barrels and kits. All details were presented to the district board members. **David McCardle made a motion to share in the cost of rain barrels and kits with the OUCD. Seconded by Jim Anderson. Motion passed.** There was a discussion regarding how to advertise the sale of the rain barrels.
- Amendment Agreement 1353-00 – Agreement 1353.01 Little Grave Creek Stabilization
 - **David McCardle made a motion to sign the amended agreement 1353-00. The new agreement is Agreement 1353.01 Little Grave Creek Stabilization. Seconded by Robert Luchetti. Motion passed.**
- Ag Day at Capitol January 30, 2019 – Includes Legislative Breakfast
 - A schedule was distributed to all supervisors.
 - David McCardle reminded the supervisors that it is best to talk to local legislative staff in person prior to the next session. They seem to have more time than at the Capitol building.
- WVU Extension Winter Dinner Meetings Support
 - **David McCardle made a motion to support the WVU Extension dinner meetings in the amount of \$300. Seconded by Jim Anderson. Motion passed.**
- WVACD District Survey
 - Two questions were to be answered by each board. The questions are as follows:
 - What do you see as the future of Conservation in your District?
 - What needs to be corrected legislatively to make this happen?
 Please have your answers to Veronica before December 21 for her to submit by January 4.
- Southwestern Energy – Permit to Conduct Geophysical Operations
 - Died for a lack of a motion.
- Conservation Agreements
 - John Ebbert/Marshall County/48 acres
David McCardle made a motion to approve the agreement for John Ebbert as a new cooperator. Seconded by Robert Luchetti. Motion passed.
- Ag Enhancement Program
 - Jennifer Skaggs – AgEP Presentation – unable to attend
 - Payments

Name	Practice	Amount	Cost Share
Trudy Snyder	Pasture Division Fence	963 ft	\$2,282.31
Charles Glenn	Heavy Use Protection	1,500 ft	\$1,980.00
Scott Harris	Water System	1 system	\$1,331.52

David McCardle made a motion to approve the payments for Trudy Snyder - \$2,282.31, Charles Glenn - \$1,980.00, and Scott Harris - \$1,331.52 for completed AgEP practices. Seconded by Robert Luchetti. Motion passed.

- Jennifer Kile requested a new appointed representative by the NPCD for the state AgEP committee. Mark Fitzsimmons will be the representative.
- David McCardle would like to know when contracts are not returned so contact can be made by a supervisor from that county. All supervisors agreed that they would like to be notified.
- **David McCardle made a motion to hold a new round to accept applications for FY19 as follows: Practices will be lime, urban ag, frost seeding, and fertilizer only. Applications will be accepted January 7th -18th. Ranking will be completed by February 1. All applications will be reviewed at a meeting held on February 7 by at least one supervisor from each county. Complete applications will be presented to the board at the February 14 board meeting. Seconded by Robert Luchetti. Motion passed.**

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1)A recall for truck. 2)Two WV DEP pending mine permits. 3)A FCA deadline correction notice from NRCS. 4)WVU extension newsletter. 5)EPCD newsletter.
- District Employees – **David McCardle made a motion to enter executive session at 11:43 a.m. The executive session ended at 12:04 p.m.**
 - Soil Tester & District Administrator – Following the executive session **Jim Anderson made a motion to hire two summer employees. The employees must be college students and their rate of pay will be \$11.00 per hour. Seconded by Stephen Paull. Motion passed.**

NEXT MEETING –The next meeting will be held on Thursday, January 10, 2019 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 12:05 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson