

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
January 10, 2019
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County
Charles Pugh, Hancock 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

Supervisors Absent

Britney Hervey-Farris, Brooke County

Others Present

Veronica Gibson, District Manager, WVCA
Kim Fisher, Area Director, WVCA
Ed Martin, Watershed Program Manager North, WVCA
Dustin Coles, Watershed Technician, WVCA
Jennifer Skaggs, Conservation Services Manager South, WVCA
Cindy Shreve, Conservation Services Manager North, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Conservationist NPCD/NRCS
Bob Straub, CPA, Hartley & Straub
Harry Aston, NPCD Crew
Jim Caldwell
Wally Chlon, Sales Manager, Richardson Copy Concepts
Trevor Friday, WV BRIM, Wetzel Valley Agencies

Chairman Mark Fitzsimmons called the meeting to order on Thursday, January 10, 2019 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

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

Minutes

Charles Pugh made a motion to approve the minutes of the December 2018 Board meeting as presented. Seconded by Jim Anderson. Motion passed.

Financial Report

Bob Straub, CPA, reviewed financial reports for district funds for December. They will be filed for audit.

Reports

- District Crew
 - Harry Aston reported the following:
 - He is building shelves and organizing the shop.
 - The electric in the shop will be done by the February board meeting.
 - He needs to rebuild the mower deck and make repairs to the trailer.
 - All equipment will be oiled and greased.
 - The applicators permit has been mailed in. Harry will take the test when he feels he is ready.
- Farm Service Agency (FSA)
 - No report
- WV Division of Forestry (WVDOF)
 - No report.
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed the monthly agency report that was passed out to each supervisor.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor.
- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting is January 17 at Cabela's at 10:00am.
 - Mark Fitzsimmons reported that at the October WCWC meeting a motion was passed to repair the road for Wheeling Creek #25. The road was not repaired. The NPCD crew must take a trailer down the road to complete O&M maintenance. The NPCD trailer was damaged because the repairs on the road not completed. **David McCardle made a motion to invoice the WCWC for the parts for the repairs to the NPCD trailer. Seconded by Charles Pugh. Motion passed.**
- District Manager
 - Veronica Gibson requested an education committee meeting to determine dates and awards for NPCD education contests. A meeting will be held on January 14 at 10:00 am at the USDA Service Center in McMechen.
 - An IRS notice was received. Form 941 was not filed for the quarter ending June 2018. Bob Straub offered to process this form for us.
- Visitors
 - Ed Martin, Watershed Manager North, WVCA, introduced Dustin Coles, Watershed Technician. Dustin is assigned to the NPCD. Ed and Dustin are going to Cross Creek and King's Creek to look at sites. Dustin is working on dam monitors needed for dams do emergency action plans can be updated.

- Committee Reports
 - Education Committee – Upper Ohio Conservation District will hold an Envirothon training on April 5 in Tyler County. The NPCD discussed having a training the last week of March. The NPCD will sponsor five members for registration to the WV Envirothon for each team.

Old Business

- USDA Building Complex
 - Jim Anderson reported that the seal has been installed on the back door. An electrician is still needed for the electric at the front of the building for the porch lights.
- NPCD Truck Signage
 - Mark Fitzsimmons reported that the signs for the truck will be ready this month. New plates are needed for the truck and the trailer.
- Host July 2019 WVACD Quarterly Meeting
 - David McCardle reported that Wayne McKeever is contacting the hotel. This will be discussed further at a special meeting on January 14.

New Business

- NPCD Credit Card
 - The NPCD credit card has had fraudulent charges several times. Each time new cards are issued by the credit card company. There was a discussion to open a new account with a different credit card company.
- Mailbox
 - It was decided to install the mailbox in the ground in the front of the building. The NPCD crew man will install it.
- Key Box
 - **Cele Duvall made a motion to purchase a key box for the NPCD. Seconded by David McCardle. Motion passed.**
- Doors Locks/Security
 - NRCS had a contracted employee that no longer works for them but has not returned the key to the building. **David McCardle made a motion to have all the outside door locks changed. Seconded by Jim Anderson. Motion passed.**
- Fireproof Locking File Cabinet
 - **David McCardle made a motion to purchase a fireproof locking file cabinet as presented. Seconded by Jim Anderson. Motion passed.**
- Newsletter in House/Copier
 - There was a discussion regarding the cost of the NPCD quarterly newsletter and other items that are sent out to be printed. The cost was compared to the cost of printing in the office with an upgraded copier. Wally Chlon from Richardson Copy Concepts presented a copier that would handle what the NPCD needs to print in the office instead of sending it out. **David McCardle made a motion to enter a five-**

year lease for a color copier with Richardson Copy Center. Seconded by Charles Pugh. Motion passed.

- WV BRIM Review
 - Trevor Friday, Wetzel Valley Agency – WV BRIM, spoke to the board regarding the WV BRIM renewal for July 1. The board would like for Trevor to come back in April or May to discuss the policy and deductibles.

- Computer/Internet Connection
 - The NPCD will purchase a new computer for use by their employees as needed. Three different prices were presented to the board. **David McCardle made a motion to purchase a laptop, docking station, monitor, and an office package from Best Buy. Seconded by Jim Anderson. Motion passed.**
 - Veronica Gibson contacted a representative from Comcast, Paul Hytla. Paul had a survey completed and a line for internet can be installed to the building at no charge to the district. **Cele Duvall made a motion to enter into a two-year contract with Comcast for internet at approximately \$150.00 per month. Seconded by David McCardle. Motion passed.** Paul said it would take up to two months to have the line installed.

- Ag Day at Capitol January 30, 2019 – Includes Legislative Breakfast
 - Mark Fitzsimmons is the only supervisor that will attend Ag Day at the Capitol. Mark will visit legislative staff at his convenience. No appointments will be made. Mark will bring the district display banners back.

- Appalachian Grazing Conference
 - **Robert Luchetti made a motion for reimbursement to attendees of the Appalachian Grazing Conference be for registration and mileage. Seconded by David McCardle. Motion passed.**
 - **David McCardle made a motion to approve up to 8 cooperators for reimbursement of registration and mileage with priority given to new cooperators and first-time attendees. Seconded by Jim Anderson. Motion passed.**

- Garage Door Quote
 - One quote was received from Wayne Door Sales for two garage doors for the equipment building addition. **Robert Luchetti made a motion to accept the bid from Wayne Door Sales for \$3,200 for the installation of two doors for the addition to the equipment building. Seconded by Charles Pugh. Motion passed.**
 - There was a discussion to install an electric garage door opener. **Jim Anderson made a motion to install one electric garage door opener. Chairman Mark Fitzsimmons excused himself from duties of chairman and passed the meeting over to vice-chairman Steve Paull. Mark Fitzsimmons seconded the motion. Motion passed. Robert Luchetti was opposed.** Vice-chairman Steve Paull turned the meeting back to Chairman Mark Fitzsimmons.

- Ag Enhancement Program
 - Jennifer Skaggs – AgEP Presentation
 - Jennifer Skaggs introduced Cindy Shreve, Conservation Services Manager North. Cindy will assume the duties of Jennifer Skaggs.
 - Jennifer Skaggs presented a slideshow for the AgEP and reviewed the FY18 trend analysis for the NPCD.

- Payments

Name	Practice	Amount	Cost Share
Jeffery Allen	Heavy Use Protection	1,500 ft	\$1,980.00
Denise Ann Cramer	PD Fence	1,068 ft	\$2,531.16
Zach Sberna	PD Fence	2,200 ft	\$3,850.00

Cele Duvall made a motion to approve the payments for Jeffery Allen - \$1,980.00, Denise Ann Cramer - \$2,531.16, and Zach Sberna - \$3,850.00 for completed AgEP practices. Seconded by Jim Anderson. Motion passed.

- Cancellations

Name	Practice	Cost Share	Reason
Donna Perez	Lime	\$128.52	Contract not signed
Vaunie Brown	PD Fence	\$3,850.00	Contract not signed
Richard Link	PD Fence	\$4,000.00	Contract not signed
Terry Virden	PD Fence	\$4,000.00	Per landowner request

Charles Pugh made a motion to cancel contracts for Donna Perez, Vaunie Brown, Richard Link, and Terry Virden for the reason listed above. Seconded by Robert Luchetti. Motion passed.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) The December Market Bulletin. 2) A thank you from Karen Cox, WVU Extension, for participation in the WV Women in Agriculture Conference.

NEXT MEETING –The next meeting will be held on Thursday, February 14, 2019 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 12:50 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson