

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
February 14, 2019
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County
Charles Pugh, Hancock County
Steve Paull, Brooke County, Vice-Chairman
Britney Hervey-Farris, Brooke County
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
Kim Fisher, Area Director, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Kevin Paul, NRCS
David Shipman, Soil Conservationist NPCD/NRCS
Brent Lyons, WV DOF
Bob Straub, CPA, Hartley & Straub
Harry Aston, NPCD Crew
Eric Jack, Insurance Agent

Chairman Mark Fitzsimmons called the meeting to order on Thursday, February 14, 2019 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – Charles Pugh led the pledge of allegiance.

Minutes

Charles Pugh made a motion to approve the minutes of the January 2019 Board meeting as presented. Seconded by Robert Luchetti. Motion passed.

Financial Report

Bob Straub, CPA, reviewed financial reports for district funds for January. They will be filed for audit. Treasurer, David McCardle, reviewed the financials for the co-administered funds for December of 2018 and January 2019. They will be filed for audit.

Reports

- District Crew
 - Harry Aston reported the following:
 - Harry has winterized all the equipment. He has completed repairs on the chainsaw and the weed eaters.
 - Installed the brake lock on the NPCD truck. It still needs more work.
 - Ran all the wiring for the building addition.
 - Ordered the new seat, lights, mower deck and cover for the Ventrac.

- Pesticide test is February 15 in Morgantown. **David McCardle made a motion to allow Harry Aston to drive his own vehicle to Morgantown and then be reimbursed for mileage. Seconded by Cele Duvall. Motion passed.**
 - He will be on vacation the week of February 25.
- Farm Service Agency (FSA)
 - No report
- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written forestry report for January 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 asked for any comments regarding Ag Day at the Capitol.
 - Kim discussed the request from the WVCA for the addition to the monthly report. A request is made to each district to submit upcoming news/events in their district.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor.
 - Katie introduced Kevin Paul and Emily Hickman. Both are new part time employees to NRCS.
- Wheeling Creek Watershed Commission (WCWC)
 - The WCWC reimbursed the NPCD for the cost of materials to repair the NPCD trailer for damages that were caused by the poor conditions of the road at Wolf Run.
- District Manager
 - Veronica Gibson reported that the FY18 procedures audit was completed on February 11.
 - Orders for the tree sale continue to come in.
- Visitors
 - None.
- Committee Reports
 - Building Committee – Jim Anderson reported that the garage doors are currently being installed on the new addition to the outside building.
 - Jim Anderson gave a report from the January WVACD quarterly meeting.
 - WV State Fair meeting will be held on February 15.
 - Discussed possible additions to the budget.
 - The WVACD poster contest requirement is a half sheet poster board.
 - The WVACD is writing new by laws and is creating a policy manual.
 - The WVACD scholarships have increased to \$1,000.
 - Presented Cele Duvall with an award for ten years of service as a district supervisor.

- High Tunnel Committee – Britney Hervey-Farris reported that she will have some extra peppers and tomatoes that the NPCD can have to plant in the high tunnel in April.

Old Business

- USDA Building Complex
 - Garage Door – The garage doors are currently being installed on the new addition to the outside building.
- NPCD Truck Signage
 - Mark Fitzsimmons reported that the signs for the truck will be ready soon.
- July 2019 WVACD Quarterly Meeting
 - Mark Fitzsimmons would like for all the NPCD supervisors to attend the July WVACD quarterly meeting since it will be held in their district.
 - A rough agenda was reviewed.
 - Busses or another form of transportation is still needed.
 - There was a discussion regarding the location and cost of dinner. It seems the dinner will be held at the Highlands Event Center and locally grown food will be served.
- Appalachian Grazing Conference
 - A postcard was mailed to all new cooperators that were signed up in the last years to inform them of the Appalachian Grazing Conference and the sponsorship that the NPCD is offering.
 - **David McCardle made a motion to donate \$1,000 to the Appalachian Grazing Conference. Seconded by Robert Luchetti. Motion passed.** This donation is in addition to the sponsorship of up to eight cooperators from the NPCD.

New Business

- Eric Jack Insurance Agency
 - Eric Jack reviewed the policy that renewed February 11. The policy covers the building, outside buildings and contents.
 - There was a discussion to increase the coverage of the work building due to the addition and to decrease the coverage of the red building to \$30,000. Eric Jack will look at the addition and will let the district know what he thinks would be the right amount to cover the new building. Eric will also let the district know what it would cost to insure the high tunnel.
- NPCD Envirothon Training
 - NPCD will hold an Envirothon training on March 28. A new team from Wheeling Park High School may be attending.
 - **Robert Luchetti made a motion to obtain event insurance for the training. Seconded by Charles Pugh. Motion passed.**

- NPCD/NRCS Shared Employee
 - **Steve Paul made a motion to enter an executive session to discuss personnel issues.** The executive session was entered at 11:30 am. The executive session ended at 11:55 am. **David McCardle made a motion to allow NPCD employees to accept the stipend from county commissions when reporting to jury duty and the NPCD would pay the employee for any additional time missed that the stipend does not cover. Seconded by Robert Luchetti.**

- District Personnel Plan
 - **Robert Luchetti made a motion to submit the NPCD personnel plan as presented to the State Conservation Committee. Seconded by Jim Anderson. Motion passed.**

- NPCD Soil Tester and District Administrator Positions
 - This agenda item was discussed in the executive session. **Robert Luchetti made a motion to hire a soil tester and a district administrator. Both employees must take a class offered by WVU regarding soil testing. Seconded by Jim Anderson. Motion passed.** David McCardle abstained from the vote.

- Cattleman's Day – April 6 - Budget
 - Katie Fitzsimmons reviewed the budget for the Cattleman's Day. **Robert Luchetti made a motion to approve the budget for snacks and drinks not to exceed \$100. Seconded by David McCardle. Motion passed.** A budget was presented for food. **Charles Pugh made a motion to accept the budget as presented pending the number of guests to register. Seconded by Robert Luchetti. Motion passed.** **Robert Luchetti made a motion to obtain event insurance for the training. Seconded by Charles Pugh. Motion passed.**

- High Tunnel Repairs/Upgrades
 - A quote was presented for upgrades to the high tunnel as approved at the last meeting. **Jim Anderson made a motion to purchase the materials needed for the repairs/upgrades to the high tunnel as presented plus the cost of geared cranks and a spare inflator. Seconded by Robert Luchetti. Motion passed.**

- WVACD Scholarship Auction
 - Mark Fitzsimmons reported that the WVACD has increased the award for each scholarship to \$1,000. The WVACD is requesting better quality donations for the annual scholarship auction. They would like to have at least two items per district. The items need to be sent to the WVACD by June 1. A brochure will be created by the July quarterly meeting. The brochure will list the items to be auctioned and the idea is to get more interest in the auction. A buyer would be able to make a bid for an item before the auction.

- NPCD Truck – Mud Flaps and Running Boards
 - Three quotes were received for mud flaps and running boards for the NPCD truck. **Jim Anderson made a motion to accept the lowest quote from Elite Detailing. Seconded by Cele Duvall. Motion passed.**

- Supervisor Travel & Per Diem
 - It was brought to the attention of the board that Veronica Gibson is not permitted to prepare the supervisor travel and per diem. The 2015 Supervisor Travel and Per Diem policy was reviewed by Kim Fisher. **Robert Luchetti made a motion for all supervisors to bring their completed previous months travel and per diem to the current months board meeting for review by the NPCD Treasurer. Seconded by Jim Anderson. Motion passed.**

- WV DEP Jr. Conservation Camp
 - **David McCardle made a motion to sponsor up to eight campers for the WV DEP Jr. Conservation Camp. Seconded by Robert Luchetti. Motion passed.**

- Upper Grave Creek Dam #1 – EAP
 - **Robert Luchetti made a motion to accept and sign the Upper Grave Creek Dam #1 emergency action plan as presented. Seconded by Jim Anderson. Motion passed.**

- O&M Agreement Meetings (Brian Farkas will attend each meeting)
 - February 25 – 11:00 am – City of Wheeling
 - February 25 – 2:00 pm – City of Weirton
 - February 26 – 9:00 am – Marshall County Commission (Moundsville City Manager)
 - March 18 – 7:00 pm – City of Cameron

Each supervisor was encouraged to attend any meetings they are available for.

➤ New Conservation Agreements

- Linda Whitaker/Ohio County/193 acres
 - Harry Aston/Marshall County/76 acres
 - Mary Meberg/Marshall County/32.4 acres
- David McCardle made a motion to approve Whitaker, Aston, and Meberg as new cooperators. Seconded by Jim Anderson. Motion passed.**

➤ Ag Enhancement Program

- Applications
- Lime

Name	Amount	Cost Share Estimate	Ranking
Tina Williamson	50 acres/139.47 tons	\$2,510.46	90.8
Linda Whitaker	47.02 acres/130.16 tons	\$2,342.88	90.4
Mark Maple	14.62 acres/24.18 tons	\$435.24	68

David McCardle made a motion to approve Williamson, Whitaker, and Maple for the practice of lime for the AgEP as presented. Seconded by Jim Anderson. Motion passed.

Nutrient Management

Name	Amount	Cost Share Estimate	Ranking
Jeffery Allen	26.60 acres	\$1,070.61	93

Cele Duvall made a motion to approve Allen for the practice of nutrient management as presented for the AgEP. Seconded by Jim Anderson. Motion passed.

Invasive Species

Name	Amount	Cost Share Estimate	Ranking
Todd Quigley	7.3 acres	\$600.00 (\$719.94)	73

Jim Anderson made a motion to approve Quigley for the practice of invasive species for the AgEP as presented. Seconded by Cele Duvall. Motion passed.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) A thank you from Richardson Copy for our business. 2) Two WV DEP notices. 3) A letter from GSA regarding possible rent payment not being made due to the partial government shutdown. 4) A copy of a letter to WV DOH from NPCD regarding the removal of guardrail at Harmon Creek.

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

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

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson