

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

**Supervisors Present**

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

**Supervisors Absent**

Charles Pugh, Hancock County  
Cele Duvall, Ohio County

**Associate Supervisor Present**

Gary Dean, Marshall County

**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  
J.L. Tennant, CED, FSA  
Bob Straub, CPA, Hartley & Straub  
Harry Aston, NPCD Crew

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

**Pledge of Allegiance** – Britney Hervey-Farris led the pledge of allegiance.

**Minutes**

**David McCardle made a motion to approve the minutes of the February 2019 board meeting as presented. Seconded by Robert Luchetti. Motion passed.**

**Financial Report**

Bob Straub, CPA, reviewed financial reports for district funds for February. **Robert Luchetti made a motion to accept the financials for January 2019 as presented and file for audit. Seconded by Jim Anderson. Motion passed.**

An invoice was presented from Hartley & Straub in the amount of \$3,100.00. **Robert Luchetti made a motion to pay the invoice from Hartley and Straub in the amount of \$3,100.00. Seconded by Steve Paull. Motion passed.**

## Reports

- District Crew
  - Harry Aston reported the following:
    - Working on Ventrac. It is leaking oil. Spare tires need to have slime or foam put in them. Have ten of them and only four will hold air.
    - Passed applicator's exam.
- Farm Service Agency (FSA)
  - J.L. Tennant reported the following:
    - Finished up MFP program and the dairy insurance program.
    - July 15 is crop report deadline.
    - Reviewed changes to the Farm Bill.
- WV Division of Forestry (WVDOF)
  - Not available.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed the monthly agency report that was passed out to each supervisor.
  - Reminded the board of the March 18 state AgEP meeting to be held at Elk CD.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor.
- Wheeling Creek Watershed Commission (WCWC)
  - Not available.
- District Manager
  - Veronica Gibson requested help with counting and sorting trees and berries for the annual tree sale. Help is needed on Thursday, March 21 at 9:00 am at the USDA Service Center.
  - The Comcast internet line is fully up and running.
- Visitors
  - None.
- Committee Reports
  - Building Committee – Veronica Gibson has spoken to Greg Norman regarding the outside lights on the porch of the building. Greg will let the district know what repairs are needed.
  - High Tunnel Committee – Britney Hervey-Farris reported that she and David Shipman will meet following today's meeting to create a yearlong plan for the high tunnel.
- Other
  - Robert Luchetti reported that he attended the City of Wheeling O&M meeting with Brian Farkas. The City of Wheeling agreed to a 10% increase in sponsorship.

- The rain barrels that the district cost shared on with Upper Ohio CD will be delivered on Wednesday, March 27, around 4:00 to 5:00 pm. NPCD will receive 150 barrels. Help is needed to unload them from the truck.
- The red school house needs repairs. There is water damage to an outside wall.

### Old Business

- July 2019 WVACD Quarterly Meeting
  - David McCardle reported that the meeting rooms and block of rooms has been reserved for the meeting. Meals and transportation need to be discussed further.
- NPCD Soil Tester and District Administrator
  - There was a discussion regarding a soil class that may be available at WVU. The class has not been set up yet. The soil tester and district administrator will need to attend this class if it is available.
  - The district needs to work with the two new employees to determine a start date.
- Cattleman's Day – April 6
  - Katie Fitzsimmons reported that reservations have been received for the event.
  - Katie is requesting help with set up for the event.
- WVACD Annual Scholarship Auction
  - Jim Anderson sent a letter to the Homer Loughlin China Co (Fiestaware) requesting donated items to support the auction. He has not heard back from them.
  - Items need to be reported by the July quarterly meeting.

### New Business

- Conservation Farm
  - The district asked NRCS for recommendations for a farm. There has not been a decision made regarding NPCD participation.
- Century Farm
  - The district received one Century Farm application. It was from Tom Stenger. The application was reviewed, and it will be submitted to the WVACD.
- USDA Lease Amendment
  - An amendment to the USDA lease was received. The amendment extended the lease until December 31, 2021. **Robert Luchetti made a motion to approve the amendment to the USDA lease as presented. Seconded by David McCardle. Motion passed.**
- WVU Soils Team Support
  - A letter was received from the WVU Soils team requesting support for their team to attend the National Collegiate Soils contest. **David McCardle made a motion to support the team with a monetary donation that is the same as last year. Seconded by Robert Luchetti. Motion passed.**
- FY20 CDO Budget
  - A meeting is scheduled for March 22 at 9:00 am to discuss the FY20 CDO budget.

- Draft FY18 AUP Report
  - The FY18 draft AUP report was received. Each supervisor received a copy of the report for their review. **David McCardle made a motion to table the review of the draft FY18 AUP report until the special meeting to be held on March 22. Seconded by Jim Anderson. Motion passed.**
  
- High Tunnel Repairs/Upgrades
  - The materials have arrived for the upgrades and repairs to the high tunnel. Weather permitting, the work will be completed the first week of April.
  
- OM&R 5 Year Plans
  - The district received five-year plans for all dam sites from the WVCA. The board reviewed the reports.
  
- Women in Agriculture
  - A letter was received from the Northern Panhandle Women in Agriculture committee requesting support for their 10<sup>th</sup> annual event to be held on May 14. **David McCardle made a motion to donate \$2,000.00 for the Northern Panhandle Women in Agriculture event. There was a lack of a second. David McCardle withdrew his motion. Robert Luchetti made a motion to donate \$1,500.00 for the Northern Panhandle Women in Agriculture event. Seconded by Steve Paull. Motion passed.**
  
- Local Work Group Meeting
  - A local work group meeting will be held on April 30, 6:30 pm, at the USDA Service Center in McMechen. **Robert Luchetti made a motion to provide refreshments for the local work group meeting. Up to \$50.00. Seconded by Steve Paull. Motion passed.**
  
- New Conservation Agreements
  - Clyde Shriner/Marshall County/162.4 acres
  - Tina Williamson/Marshall County/179 acres
  - David McCardle made a motion to approve Shriner and Williamson as new cooperators. Seconded by Jim Anderson. Motion passed.**

Correspondence

- None.

**NEXT MEETING** -The next meeting will be held on Thursday, April 11, 2019 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 11:55 a.m.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**