

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
June 13, 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
Kevin Paul, NRCS
David Shipman, Soil Conservationist NPCD/NRCS
J.L. Tennant, CED, FSA
Brent Lyons, Forester, WV Division of Forestry
Bob Straub, CPA, Hartley & Straub
Cole McCardle, NPCD Soil Tester
Harry Aston, NPCD Crew

Chairman Mark Fitzsimmons called the meeting to order on Thursday, June 13, 2019 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – Cole McCardle led the pledge of allegiance.

Minutes

Charles Pugh made a motion to approve the minutes of the May 2019 board meeting as presented. Seconded by Cele Duvall. Motion passed.

Financial Report

Bob Straub reviewed the financial reports for May. **Robert Luchetti made a motion to approve the May financials as presented and file for audit. Seconded by Jim Anderson. Motion passed.**

Reports

- District Crew – Harry Aston reported the following:
 - He has his pesticide applicators license.
 - He will begin mowing Wheeling Creek #7 on June 17.
 - Safety equipment will be purchased at Belmont Equipment.
 - Boots will be purchased for Cole McCardle at Ruttenberg's.
 - A weed trimmer will be purchased. Cost will be \$300 to \$400.

- Soil Tester – Cole McCardle reported that he has tested 18 locations and 752.77 acres.
- Farm Service Agency (FSA) – J.L. tenant reported that there are no new programs at this time and spoke about current programs.
- WV Division of Forestry (WVDOF) - Brent Lyons reviewed 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. Many items that Kim needs to review are on the agenda.
- Natural Resource Conservation Service (NRCS)
 - David Shipman reviewed a monthly report that was passed out to each supervisor.
- Wheeling Creek Watershed Commission (WCWC)
 - David McCardle reported that he spoke to Howard Coffield regarding repairs to the road at Wheeling Creek #25 – Wolf Run.
- District Manager
 - No report.
- Visitors
 - None.
- Committee Reports
 - Building Committee – Gravel has been laid outside of the garage area.
 - High Tunnel Committee – The strawberries in the high tunnel need to be pulled. The outdoor raised beds will need to be rebuilt before next year.
 - Education Committee – Awards for the Samara contest were not able to be delivered to three schools due to conflicts with the schools. There was a discussion regarding invitations to the NPCD banquet.

Old Business

- July 2019 WVACD Quarterly Meeting
 - Mark Fitzsimmons requested for all district supervisors and McMechen service center staff to attend the opening of the meeting to be introduced.
- WVACD Annual Scholarship Auction
 - Mark Fitzsimmons has heard little from other districts regarding items for the auction.
- NPCD Resource Dinner
 - The NPCD Resource dinner will be held on September 29 at the USDA Service Center in McMechen.
- NPCD Annual Banquet
 - A tentative date for the NPCD annual banquet will be October 10 in Marshall County. The location is to be determined.

New Business

- OM&R Funding – Cameron/Marshall
 - **Cele Duvall made a motion to approve the OM&R funding agreement for Cameron/Marshall as presented. Seconded by Robert Luchetti. Motion passed.**
- OM&R Work Orders
 - Mark Fitzsimmons reviewed O&M work orders for Wheeling Creek #7 and #25 that were approved by the WVCA. The district crew will not begin work on Wheeling Creek #25 until the repairs to the road are completed by the Wheeling Creek Watershed Commission.
- 2007 Lime/Fertilizer Spreader
 - **David McCardle made a motion to advertise for the acceptance of bids for the 2007 Stoltzfus lime/fertilizer spreader. Seconded by Jim Anderson. Motion passed. The spreader will be sold as is.**
- Expression of Interest Bid
 - One expression of interest was received from Potesta for engineer services. **Robert Luchetti made a motion to accept Potesta as the engineer for the Northern Panhandle Conservation District. Seconded by Cele Duvall. Motion passed.** Potesta will be used as needed for O&M work or other jobs as needed.
- Nominating Committee/Election of Officers
 - Mark Fitzsimmons appointed David McCardle, Robert Luchetti and Britany Hervey-Farris to the nominating committee for the election of officers for the NPCD effective July 1, 2019. After a brief meeting the nominating committee nominated Mark Fitzsimmons as chairman, Stephen Paull as vice-chairman and David McCardle as secretary/treasurer. Question for nominations from the floor. None heard. **Cele Duvall made a motion to elect Mark Fitzsimmons as chairman, Stephen Paull as vice-chairman, and David McCardle as secretary/treasurer. Seconded by David McCardle. Motion passed.** Positions are effective July 1, 2019.
- WVACD Directors
 - The WVACD directors effective July 1, 2019 will be Mark Fitzsimmons and Jim Anderson.
- O&M Memorandum of Understanding (MOU)
 - A draft O&M MOU was presented. The MOU would serve as an agreement between districts for debris removal at dams. After review of the MOU, **Cele Duvall made a motion to review when the document is received not in draft form and the correct conservation district name is on the document. The one presented listed Elk Conservation District. Seconded by Jim Anderson. Motion passed.**
- EWPRP Manual
 - A copy of the EWPRP manual was provided to each supervisor. Comments are due to the WVCA by June 30.

- State Fair Rack Cards
 - A notice was received from Davin White regarding rack cards for the State Fair. The WVCA will design the cards and print at a cost of \$16 per 100 cards. **Cele Duvall made a motion to request 500 rack cards for the Northern Panhandle Conservation District. Seconded by Jim Anderson. Motion passed.**
- Hartley & Straub Quarterly Invoice
 - **Jim Anderson made a motion to pay the quarterly invoice from Hartley & Straub as presented. Seconded by David McCardle. Motion passed.**
- Ohio County Country Fair
 - **Cele Duvall made a motion to participate in the Ohio County Country Fair to be held October 5 & 6 and to have a rain barrel demo there. Seconded by Jim Anderson. Motion passed.**
- NACD Conservation Boot Camp
 - **Jim Anderson made a motion to send David Shipman to the NACD Conservation Planning Boot Camp. Seconded by Robert Luchetti. Motion passed.**
- Food Desert Project WVU-NRCS
 - A request was received from NRCS requesting participation in a food desert survey. Britney Hervey-Farris will complete the survey.
- NRCS – 2019 Nuffield Scholar Tour
 - **Cele Duvall made a motion to provide lunch for the Nuffield Scholar tour group on July 12 at the USDA Service Center in McMechen at a cost not to exceed \$15 per person. Seconded by David McCardle. Motion passed.**
- Photo Judging
 - Photo judging will take place following the board meeting today.
- Letters of Request
 - \$83,000.00 – FY20 Ag Enhancement
David McCardle made a motion to approve the letter of request for \$83,000.00 for FY20 Ag Enhancement. Seconded by Robert Luchetti. Motion passed.
- New Conservation Agreement
 - Dennis Crow/Marshall County/80 acres
 - Carrie Studdard/Marshall County/8 acres
 - James M. Redd/Marshall County/102 acres
 - Mildred Allison/Hancock County/240 acres
David McCardle made a motion to approve Dennis Crow, Carrie Studdard, James M. Redd, and Mildred Allison as new cooperators. Seconded by Jim Anderson. Motion passed.
- AgEP
 - Fence Cost Share Rates – Changes for cost share rates for fencing were discussed for next year’s program.

- Sign-up Period – **David McCardle made a motion to hold another sign-up period for the AgEP. Sign up will be July 8 to July 19. Ranking will be July 22 to August 2 and all applicants will appear on the August 8 board meeting agenda. Seconded by Jim Anderson. Motion passed.**

- Cancellations

Name	Practice	Cost Share	Reason
Charles Bertrand	Lime	\$587.16	Uncompleted Practice
Gary Scott	Pasture Division Fence	\$3,850.00	Uncompleted Practice
Olivia Allen	Lime	\$2,290.50	Per Landowner Request
Jeffery Cumpston	Water System	\$2,402.26	Per Landowner Request
Robert Cook	Lime	\$360.00	Per Landowner Request
Paul Baker	Water System	\$2,673.96	Per Landowner Request
Ronald Yoho	Water System	\$2,945.66	Per Landowner Request
Andrew Evick	Water System	\$2,360.46	Per Landowner Request
Mindy Growe	Pasture Division Fence	\$3,850.00	Per Landowner Request
Michael Ludovici	Pasture Division Fence	\$3,850.00	Per Landowner Request
John A Dobbs	Lime	\$1,397.16	Per Landowner Request
Grow Ohio Valley	Pasture Division Fence	\$4,000.00	Per Landowner Request
Ronald Mason	Water System	\$2,381.36	Per Landowner Request
Earnest Kuhn	Pasture Division Fence	\$4,000.00	Per Landowner Request
Robert Wilson	Water System	\$2,423.16	Per Landowner Request
Gaylerd Hull	Pasture Division Fence	\$3,850.00	Per Landowner Request
Sonny Tagg	Water System	\$2,380.21	Per Landowner Request
Melissa Gebhardt	Pasture Division Fence	\$4,000.00	Per Landowner Request
John Bierce	Water System	\$2,127.66	Per Landowner Request
Ronald Dobbs	Lime	\$903.96	Per Landowner Request

Total \$52,633.51

David McCardle made a motion to approve the cancellation of contracts for Charles Bertrand and Gary Scott for uncompleted practice and to cancel contractions per landowner request for Olivia Allen, Jeffery Cumpston, Robert Cook, Paul Baker, Ronald Yoho, Andrew Evick, Mindy Growe, Michael Ludovici, John A. Dobbs, Grow Ohio Valley, Ronald Mason, Earnest Kuhn, Robert Wilson, Gaylerd Hull, Sonny Tagg, Melissa Gebhardt, John Bierce, and Ronald Dobbs. Seconded by Jim Anderson. Motion passed.

- Payments

Name	Practice	Amount	Cost Share
Betsy Tustin	Pasture Division Fence	2,171 ft	\$3,799.25
Tracy Gilbert	Pasture Division Fence	2,200 ft	\$3,850.00
Matthew Bonar	Pasture Division Fence	1,550 ft	\$2,712.50
Edward Link	Pasture Division Fence	1,688 ft	\$4,000.00
Jesse Gandee	Urban Ag	Raised Beds, Soil, Compost Bins	\$132.95
Mark Ruckman	Water System	1 system	\$1,423.16
Ashley Huggins	Pasture Division Fence	1,053 ft	\$2,495.61
Robert J. Miller Jr.	Pasture Division Fence	1,688 ft	\$4,000.00
Wayne Shook	Pasture Division Fence	1,290 ft	\$2,257.50
Steve Shook	Exclusion Fence	1,925 ft	\$3,368.75
Melinda McNinch Smith	Pasture Division Fence	2,106 ft	\$3,685.50

Dale Mason	Lime	19.4 tons	\$349.20
Michael Scott Riggle	Lime	46.4 tons	\$835.20
James Litman	Lime	47.96 tons	\$863.28
Eric Freeland	Urban Ag	Raised Beds, Soil, Mulch Straw	\$250.00
Raymond Dobbs	Pasture Division Fence	2,200 ft	\$3,850.00
Tina Williamson	Lime	139.47 tons	\$2,510.46
David Brooks	Pasture Division Fence	1,688 ft	\$4,000.00
Janice Earnest	Water System	1 system	\$3,008.36
Carl Yoho	Water System	1 system	\$2,517.21
Sam Fankhouser	Pasture Division Fence	1,051 ft	\$2,490.87
Dennis Aston	Exclusion Fence	1,407 ft	\$2,462.25
Gerald Hawkins	Pasture Division Fence	1,835 ft	\$3,211.25
Hattie DeBolt	Exclusion Fence	550 ft	\$962.50
Tammy Clark	Pasture Division Fence	1,688 ft	\$4,000.00
Sam Yoho	Pasture Division Fence	1,356 ft	\$2,373.00
Sharlene Lucey	Water System	1 system	\$2,632.16

Total \$68,040.96

Robert Luchetti made a motion to pay Gerald Hawkins for receipts received. Not for the amount listed on agenda. Seconded by Jim Anderson. Motion passed. Jim Anderson made a motion to pay the following for completed AgEP practices – Betsy Tustin, Tracy Gilbert, Matthew Bonar, Edward Link, Jesse Gandee, Mark Ruckman, Ashley Huggins, Robert J. Miller Jr., Wayne Shook, Steve Shook, Melinda McNinch Smith, Dale Mason, Michael Scott Riggle, James Litman, Eric Freeland, Raymond Dobbs, Tina Williamson, David Brooks, Janice Earnest, Carl Yoho, Sam Fankhouser, Dennis Aston, Hattie DeBolt, Tammy Clark, Sam Yoho, and Sharlene Lucey. Seconded by David McCardle. Motion passed.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) Letter of resignation from Hannah Dilliplane. 2) EPCD newsletter. 3) WVU Extension newsletter. 4) Flyer for WV Grassland Statewide Field Day. 5) Thank you from WVU Soils team for sponsorship.

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

There being no further business, the meeting was adjourned at 1:05 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson