

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**April 11, 2013**

**SUPERVISORS PRESENT:**

Ed Huff, Hancock County  
James Caldwell, Brooke County, Chairman  
Steve Paull, Brooke County  
David McCardle, Marshall County, Secretary  
Mark Fitzsimmons, Marshall County  
Cele Duvall, Ohio County, Treasurer  
Robert Luchetti, Ohio County, Vice-Chairman

**SUPERVISORS ABSENT:**

Charles Pugh, Hancock County

**ASSOCIATE SUPERVISORS PRESENT:**

Betty Schafer, Marshall County  
Ruth Milliken, Marshall County

**OTHERS PRESENT:**

Veronica Gibson, Administrative Officer, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
Gene Saurborn, Assistant Division Director of Streams, WVCA  
Jennifer Skaggs, Program Coordinator, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Ed Hanson, Soil Technician, NRCS  
Norman Bailey, Resource Conservationist, NRCS  
Pam Yost, Economist, NRCS  
Nathan Bolan, District Administrator, NPCD  
Howard Coffield, WCWC Chairman

Chairman James Caldwell called the meeting to order on Thursday, March 14, 2013 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

**Minutes:**

Cele Duvall had questions from the March 2013 Board meeting minutes. As follows: 1) Did Charles Pugh make a motion to not pay the SWCS annual membership dues? Yes he did. James Caldwell stated that it was discussed and decided that there was no benefit to the District to have a membership. 2) Regarding the request for funding from WVU Extension for a dinner meeting, Cele stated we had already donated to the dinner meeting. Veronica Gibson explained that the WVU Extension office was hosting a series of dinner meetings and this was not for the same meeting the District had supported. 3) In the WVCA monthly report it states a deadline date of June 15 for the Conservation District Plan of Work. A

meeting needs to be scheduled. 4) Also, in the monthly WVCA report it states that Conservation Districts need to review their current engineer contract. Cele asked if we have a contract with an engineer. Yes we do. The engineer is Stantec. 5) On the NRCS monthly field office report there is a misspelled word. The report says “Fonnal Dam inspections” and it should be “Annual Dam inspections”. The NRCS monthly field office report was copied and pasted into the minutes. **Cele Duvall made a motion to accept the minutes as presented. Seconded by Ed Huff. Motion passed.**

### **Financial Report:**

Financials were presented for March 2013. Cele Duvall reviewed the financials and approved them as presented. The financials will be filed for audit.

## **OLD BUSINESS**

### **Equipment:**

- The location of the equipment was reviewed.
- Steiner Bids: Nine bids were received for the sale of the Steiner mower and two decks. The highest bid was for \$3,255.00. **Mark Fitzsimmons made a motion to accept the highest bid of \$3,255.00 for the Steiner mower and two decks. Seconded by David McCardle. Motion passed.**
- Changes to Equipment Lease Agreements: David McCardle proposed the following changes to the leases for equipment – 1) Must be a cooperators to rent. 2) Failure to properly clean equipment after use will result in a \$50 charge. This will be listed on the lease agreement in bold red print. 3) Decals will be placed on every piece of equipment to show areas to be greased. 4) Each supervisors name, phone number and county will be on the lease agreement. 5) Lease needs to state that if the lessee sees a problem with the equipment they need to call the District office or a supervisor from their county to report the problem and have a supervisor look at it. Do not use the equipment if the lessee feels something is wrong with it. 6) The price for one day of rental for the sprayer is \$25. Lease will state for the lessee to rinse out sprayer before and after use. 7) The price for one day of rental for the aerator is \$35. **Cele Duvall made a motion to accept the changes to the equipment lease agreements as listed above. Seconded by Mark Fitzsimmons. Motion passed.** There was a discussion regarding a deposit before the use of equipment.

### **USDA Building Complex:**

- **Mark Fitzsimmons made a motion to have the District crew take care of the maintenance of the pond, mowing the grass and any maintenance needed on the building. Seconded by Cele Duvall. Motion passed.**
- David McCardle reviewed prices for rubber boots for the work crew to be used when they are pulling debris from the dams. **Robert Luchetti made a motion to purchase rubber boots for the District work crew. Seconded by Cele Duvall. Motion passed.** Mark Fitzsimmons stated the crew should be provided a safety belt and a rope to use when they are in the water. **David McCardle made a motion to**

**purchase safety belts with rope. Seconded by Robert Luchetti. Motion passed.**  
The work crew was given gloves for use at the dams.

#### **Ag Enhancement Program:**

- Jennifer Skaggs presented program updates. The Age Enhancement Committee made the following recommendations: 1) Funds are to be used for practices and implementation. Not for equipment purchase. 2) Each District needs to be able to show how they came up with cost share rates. 3) Field verification needs to be done on all completed practices. 4) Districts encouraged to evaluate the previous fiscal year for changes to upcoming fiscal year. 5) Allocation for next fiscal year discussed.

### **NEW BUSINESS**

#### **Wheeling Creek Site #25 – Wolf Run:**

- Norm Bailey and Pam Yost distributed to the supervisors the results of a dam rehabilitation application that was previously submitted by the District for Wheeling Creek site #25 – Wolf Run. Pam Yost reported that Wolf Run is the top priority in the state and she believes it is the top risk index in the country. Norm highlighted some recommendations of the results of the application. Some recommendations include: raising the height of the dam, widening the spillway, replacing the riser and removal of the dam. David McCardle questioned if an impact study has been completed if the dam is removed. Norm said it has not yet but will be. The planning process for the rehabilitation of the dam takes about two years to complete. The process is split into two phases. The first phase should be complete by September 2013. The District and the Wheeling Creek Watershed Commission (WCWC) will be involved in the planning and rehabilitation process. The planning and design is funded 100 % by NRCS. The construction is funded federally 65% and by sponsors 35%. Funds from NRCS are anticipated to be available soon. Planning will begin when the funds are received.

#### **NPCD SPRP 03-27-2013:**

- Gene Saurborn presented the information for the one bid that was received for stream blockages to be removed in Ohio County located on Caldwell Run and Middle Creek Road. The estimated cost was \$6,000 and the bid that was received was for \$6,100. **Robert Luchetti made a motion to accept the bid of \$6,100 and award the contract to Vincent Excavating. Seconded by David McCardle. Motion passed.**
- Gene discussed what needs to be completed at Short Creek so funds can be released to the District as per the agreement on file. Gene said he would get the amount that would be needed to Angi Tackett next week.
- Ed Huff asked about a project that has not been completed in Hancock County on Tomlinson Run. Gene reminded the District that Hancock County came to the WVCA for the project. It is a local project that is planned by the county. He called it a “stand alone project”.

### **Soil Tester:**

- There was a discussion regarding having Jenn Kile completing soil tests for both NPCD and UOCD. Currently she has been completing test for both Districts for cooperators that need the results for District programs. It was decided that she will not be able to continue to complete all of that work. **Cele Duvall made a motion to hire a student soil tester the same way it was done last year. Seconded by David McCardle. Motion passed.** Dates for soil testing will be May 15 through August 15 or June 1 through September 1. The dates will be decided at the time of hiring a soil tester.

### **WV Junior Conservation Camp Scholarship:**

- **Cele Duvall made a motion to give the previously approved scholarships to an Ohio County child if one is available. The other scholarship will go to Hancock County. Seconded by Mark Fitzsimmons. Motion passed.** The scholarships were supposed to go to Marshall County this year but no campers have been found. Camp will be held June 17-21 at Cedar Lakes Conference Center.

### **WV Senior Conservation Camp Scholarship:**

- The cost for one scholarship is \$185. **Ed Huff made a motion to sponsor two scholarships for the WV Senior Conservation Camp. Seconded by Robert Luchetti. Motion passed.** The camp will be held June 10-15 at Camp Caesar. This year the scholarships are to go to Marshall County. David McCardle has a camper that may be interested in attending. **Mark Fitzsimmons made a motion that if the camper does not call the District office by Tuesday, April 16, the scholarship will be given to Hancock County. Seconded by Ed Huff. Motion passed.**

### **Conservation District Teacher of the Year:**

- **Mark Fitzsimmons made a motion to send a letter to Kim Clark, John Marshall High School and Cassie Cox, Sherrard Middle School, to inform them the District would like for them to apply for the Conservation Teacher of the Year award. Seconded by Robert Luchetti. Motion passed.** The District feels both are deserving of the award.

### **District Farm Judging:**

- For the District Farm judging Keith Hieronimus has been nominated for Marshall County and Charlie Bonar for Brooke County. Ohio County is still looking for a farmer and Hancock County will not have one.

### **Conservation Agreements:**

- Phyllis P Marker/Brooke County/100 acres
- Curtis & Lois Johnson/Ohio County/142 acres
- Willie Culley/Hancock County/238 acres
- Dave Poling/Marshall County/200 acres
- Roger Hammond/Marshall County/16 acres

**Mark Fitzsimmons made a motion to accept the names listed above as new cooperators. Seconded by Robert Luchetti. Motion passed.**

**AgEP Program Application (Lime Applications):**

- Trudy Snyder/Marshall County/25 acres/pH 4.9/75 tons/\$1,200
- John R Gray/Marshall County/29.15 acres/pH avg 5.5/18 tons/\$466.40
- Betty Schafer/Marshall County/27 acres/pH avg 5.8/81 tons/\$1,296
- Dave Poling/Marshall County/50 acres/pH avg 5.1/150 tons/\$2,400
- Jerry Estep/Ohio County/39 acres/pH avg 5.17/117 tons/\$1,872
- Mark Smith/Ohio County/2 acres/pH 4.8/6 tons/\$96

**Mark Fitzsimmons made a motion to approve the names listed above for the Ag Enhancement Program. Seconded by Robert Luchetti. Motion passed.**

**CORRESPONDENCE**

Secretary David McCardle read the following correspondence: 1) A letter from Senator Jack Yost to Steve Paull congratulating him for becoming a District supervisor. 2) An invitation to Cameron FFA awards ceremony to be held April 13. 3) A letter from the WV Department of Agriculture regarding the Hemlock Woolly Adelgid.

**REPORTS**

**WVCA**

- The WVCA monthly report was presented:

**WVCA Conservation District Report**  
**For April 2013**

**Agricultural Conservation Day at the Capitol** - The WVSCC and WVCA wish to thank District Supervisors for their support of our FY 2014 budget and \$2 million supplemental request. Your support is vital for our budget and we request that you continue your support until we have an approved and signed budget.

**SAGE Financial Software** - On Thursday March 21<sup>st</sup> at approximately 11:15 am., WVCA IT Helpdesk received a call from the state Office of Technology regarding its concern that an IP Address from CHINA was working its way through the state's computer network. IT staff took immediate action and closed an open port in WVCA's Firewall that allows traffic to our SAGE Server. After we closed the port, we determined that this certain IP address had found our SAGE Server IP address. By having this information, the hackers could eventually try and hack their way into SAGE.

It is very important that you know our system was NOT HACKED! No information was transferred. We closed the port and are in the process of looking for solutions to PREVENT similar attacks in the future.

We are considering possible options with the first being: A step-by-step procedure for all Districts to install a VPN (Virtual Private Networking) Client. This will provide an extra layer of encryption, and protection. If installed, the Districts will have to perform an extra step to access their accounts in SAGE. A second option is a STATIC IP ADDRESS.

Currently the service provider systems will allow the VPN option in 12 of the 14 conservation districts. Two Districts, Upper Ohio and Southern, will have a Static IP address.

We will keep everyone updated on our progress.

**WVACD Quarterly Meeting** – The WVACD Quarterly meeting will be April 8<sup>th</sup> and 9<sup>th</sup> at Pipestem State Park.

**Conservation District Farm Contest** – Districts are encouraged to select your county winners and to schedule the district tour to select the District winner. Districts are asked to submit your county winners and district winner to your respective Area Director by May 31<sup>th</sup>.

**Agricultural Enhancement Program (AgEP)** – The State AgEP committee met on Tuesday, March 19<sup>th</sup> and developed the following recommendations.

#### FY 14 funding allocation formula factors

Committee supports allocation formula using dollars approved and dollars paid (dollars paid weighted x 2) in determining CD allocations for FY14. As of 3/2013, the total AgEP budget is estimated to be \$880,000. Activity from July 1, 2012 – June 28, 2013 will be included in formula for allocations.

Funding/LOR – 1<sup>st</sup> cutoff will be May 31, 2013, with information due in the database no later than 4:00 PM on June 14, 2013. AgEP coordinator (Jennifer Skaggs) will develop an activity report from information in the AgEP database and Sage. At the end of June/beginning of July 2013 CDs will be asked to submit LOR based on 50% of projected allocation from the activity reports.

2<sup>nd</sup> cutoff is June 28, 2013, with information due in database no later than 4:00 PM on July 12, 2013. AgEP coordinator will develop activity report from information in the AgEP database and Sage. At the end of July/beginning of August 2013 CDs will be asked to submit LOR for corrective balance from the activity reports.

#### Other recommendations from the committee

-Program committee recommends that AgEP funds should be used for BMP implementation, not for CD purchase of equipment. If purchase of equipment is done, this amount will be excluded from AgEP allocation formula.

-Program committee recommends that CD obtain and document formulation of cost share rates (both percentage and flat rates) each year.

-Program committee recommends that field verification be done in order to verify practice completion. This can be done by CD supervisors, WVCA/CD staff and/or NRCS staff, depending on how program is set up within a particular CD.

-Program committee recommends CDs evaluate the FY 13 program and make adjustments for FY 14.

**Strategic Plan for WV Conservation** – A final draft has been completed and is available for your review. The comment period for District Supervisors and WVCA staff ends on May 15<sup>th</sup>. District Supervisors are encouraged to submit your comments to Brian by May 15th. The final draft will also be presented to the WVSCC on April 16 for their review.

**Legislative Rules and State Code 19-21A** – The WV Legislature is considering changes to Title 63 Legislative Rules and Chapter 19-21A of State Code. The change removes the West Virginia State Conservation Committee's authority on removing Conservation District Supervisors from office. If the change is approved District Supervisors will go through the same process as other county elected officials. Senate Bill 412 has passed the Senate and is pending in the House.

**Conservation District Operation (CDO) Grant Funds** – Your CDO Grant Funds report FY 2013 showing how your District spent your funds will need to be submitted on or before September 1<sup>st</sup>. The FY 2013 CDO funds expenditure report will be reviewed by the WVSCC at their October meeting.

**\$5,000.00 One-time Grant** – In FY 2012 the WVSCC approved a one-time \$5,000 grant for all fourteen Conservation Districts. The \$5,000 was sent to that all districts after your proposals were received and approved. The last step in the agreement is for the Districts to submit a report on how the funds were spent. The report needs to be received on or before June 30, 2013.

**Conservation District Plan of Work** – Conservation Districts are encouraged to prepare a District Plan of Work. Please submit your Plan of Work on or before June 15, 2013.

**Agreed Procedures Engagement (Audit)** - Your FY 2012 audits should be completed but if they are not please complete your audit as soon as you can. Also, please verify your engagement to see if it is current. If it needs to be extended or rebid please start the process.

**WVSCC Meeting** – The next meeting is scheduled for April 16, 2013 at 10:30 a.m. in Guthrie.

**WV Envirothon** – This year's contest will be held on April 18<sup>th</sup> and 19<sup>th</sup> at the Wood County 4-H Camp.

**West Virginia WVACD State Fair Display** – The State Fair Committee has met and is working on the WVACD display for this year's state fair. Information will be provided to all Conservation Districts as it develops.

**WVCA All Staff Meeting** – All WVCA staff will be attending a two day meeting on April 29<sup>th</sup> and 30<sup>th</sup> at Camp Dawson.

**Veronica Gibson, Administrative Officer**

- A meeting needs to be scheduled to complete the District Plan of Work for FY14. A meeting was not scheduled at this time.

## **NRCS**

### **Katie Fitzsimmons, District Conservationist**

- Katie distributed the following reports:
  - Monthly NRCS Field Office Report
  - A report from Herb Andrick, Assistant State Conservationist

Both reports are attached to the minutes.

## **SUPERVISORS & ASSOCIATE SUPERVISORS**

- Mark Fitzsimmons – Asked if Brooke County Superintendent was called regarding fourth grade foresters. James Caldwell did not call. Report from quarterly meeting education committee – WVACD will handle displaying posters for the poster contest but will not judge them. The WVCEC will fund the contest. The total prize money will go from \$250 to \$500 in hopes of creating more participation. They discussed holding the contest in the fall to avoid the conflict of the Westest. The Samara test will be given to sixth grade students in 2014. Mark reviewed the results of the WVACD scholarship. Many applications were not considered due to the application being filled out incorrectly, the GPA not being high enough or the application being turned in late. There has been a training committee formed that is taking suggestions for supervisor training. Mark thinks each District should have a manual that highlights the Districts educational activities that the Districts could share with each other.
- David McCardle – Reviewed WVCA Strategic Plan. Final comments due by May 15 to WVCA. A formal letter will be sent to Brian Farkas after the April meeting.
- Cele Duvall – Comments regarding the draft Strategic Plan – WVCA is listed first throughout the plan. The Conservation Districts should be listed first. On page 6 paragraph 3 it should state the watershed division takes care of District sponsored projects. On page 6 paragraph 4 the plan comments on District annual plan of work. The last Executive Director discouraged our District from doing an annual plan of work and shortly after the WVCA published their own. Glad to see that the Districts are going to do their own again. On page 8 paragraph 4 states that automobiles driven by District supervisors do not have a District logo on them to identify them. Who will pay for these logos? On page 10 in the section of Dams and Other Flood Structures the plan does not state anywhere that it is sponsored by the Conservation Districts. Page 11 is the only place that the Conservation District is presented before the WVCA.
- James Caldwell – Reported on the quarterly meeting – WVCA budget cut 2.25 million dollars. There was a discussion regarding the \$1,000 supervisor limit on programs. Supervisors are considered county officials.

## **EXECUTIVE SESSION**

- An Executive Session was entered at 12:35 PM to discuss personnel issues. The Session ended at 12:45 PM. **Robert Luchetti made a motion to increase a District employee's salary by \$1.25. Seconded by Cele Duvall. Motion passed.**

**NEXT MEETING** -The next meeting will be held on **Thursday, May 9, 2013 at 9:30 a.m.** at the USDA Service Center in McMechen.

There being no further business, **Chairman James Caldwell adjourned the meeting at 1:50 p.m.**

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**James Caldwell, Chairman**

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**David McCardle, Secretary**