

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

**Supervisors Present**

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

**Supervisor Absent**

Jim Anderson, Hancock 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  
Nick & Evie Jones, Marshall County Cooperators

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

**Pledge of Allegiance** – The pledge of allegiance was recited.

**Minutes**

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

**Financial Report**

Financials were reviewed for October. **Robert Luchetti made a motion to file the October 2019 financials for audit as presented. Seconded by Steve Paull. Motion passed.**

**Reports**

- District Crew
  - Harry Aston reported that Harmon Creek site #3, #4, and #13 are complete and Wheeling Creek site #23 and #25 are complete. There is still a tree that needs to be removed at an Upper Grave Creek site. He will remove it after deer season. The inspection by the WVCA for the Middle Grave Creek Channel has been completed. The District should receive a work order form the WVCA. Harry attended a pesticide training in Morgantown. He is up to date on CEUs. Harry has been using his own mower to mow the dams. The Ventrac is broken.

- Farm Service Agency (FSA)
  - J.L. Tennant reported on loan rates and current sign ups. All of FSA will be out of the office November 19 – 21 for training.
- WV Division of Forestry (WVDOT)
  - No report.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed the monthly WVCA report. The state AgEP meeting will be held December 10. It is important for a district supervisor to attend. The meeting will be available through Skype.
- Natural Resource Conservation Service (NRCS)
  - A written report was not available. Katie Fitzsimmons reviewed current programs. David Shipman will be working on getting certified to write conservation plans. Hands on Ag Day essays need to be reviewed for winners. Katie will be out of the office November 19 – 21 for training and the week of Thanksgiving. All NRCS staff will be out the day after Thanksgiving.
- Wheeling Creek Watershed Commission (WCWC)
  - David McCardle attended the October 18 WCWC meeting. There was a proposal discussed for the purchase of a skid steer and use of it.
- District Manager
  - Veronica Gibson made the board aware that there are still education awards that need to be delivered to schools. Mark Fitzsimmons and David McCardle will deliver to the Marshall County Schools. Veronica will deliver to the Ohio County schools. Jim Anderson will be asked to deliver to the Hancock County schools.
- Visitors
  - Nick and Evie Jones of Marshall County were introduced at the start of the meeting.
- Committee Reports
  - High Tunnel – Britney Hervey-Farris said the high tunnel is closed for the winter and the water has been shut off.
  - Equipment – There was a discussion regarding the reoccurring broken belts on the lime/fertilizer spreaders. It has been determined that this is due to how quickly the cooperator is engaging the PTO. **David McCardle made a motion to purchase six belts to have on hand at the office, have signs made for the spreaders that state “Engage PTO slowly at lowest RPM”, and to change the lease agreement as follows – “In case of broken belt – Unless the belt shows extreme wear, the cooperator will be charged for broken belt.” Seconded by Robert Luchetti. Motion passed.**

### Old Business

- Associate Supervisors
  - **David McCardle made a motion to approve Nick and Evie Jones as Associate Supervisors representing Marshall County. Seconded by Robert Luchetti. Motion passed.** Responsibilities of and reimbursements to an associate supervisor were discussed.

### New Business

- NPCD Christmas Lunch
  - There was a discussion to hold the December board meeting and Christmas lunch at a location in Brooke County. Britney Hervey-Farris will look into availability of locations. **Cele Duvall made a motion to hold the December board meeting and Christmas lunch at a location to be determined on December 12. The NPCD will provide the meat and each guest will be asked to bring a covered dish. Seconded by Steve Paull. Motion passed.**
- WVU Extension Winter Dinner Meetings Sponsorship
  - **David McCardle made a motion to donate \$300 to the WVU Extension winter dinner meetings. Seconded by Robert Luchetti. Motion passed.**
- Education District of the Year
  - Jim Anderson requested Education District of the Year to appear as an agenda item. Jim is not at the meeting. The subject will be tabled until the December meeting.
- Wheeling Creek Watershed Commission (WCWC) Equipment Agreement
  - **Robert Luchetti made a motion to have the NPCD attorney create an agreement between the NPCD and the WCWC for the purchase/grant of up to \$50,000 for a skid steer that the NPCD priority of use would be for Wheeling Creek dams. Seconded by David McCardle. Motion passed.**
- Bowels Rice Invoice Approval
  - **Cele Duvall made a motion to pay the Bowels Rice invoices received for legal services. Seconded by David McCardle. Motion passed.**
- Annual Equipment Maintenance
  - **David McCardle made a motion for Harry Aston to take care of all ordinary maintenance on the district equipment as needed. Seconded by Steve Paull. Motion passed.** Harry will look at all equipment over the winter to complete general maintenance needed.
- Equipment Replacement & Truck Bed Cover
  - While Harry Aston was mowing at Wheeling Creek #3 a wench, weed eater, and two gas cans were stolen from the NPCD truck. **Robert Luchetti made a motion to replace all equipment stolen and to purchase a bed cover with a lock. Seconded by Cele Duvall. Motion passed.**

- WV Soil Trailer
  - The district won the soil trailer at the WVACD Scholarship auction in Flatwoods. The cost was \$600. Mark Fitzsimmons paid for it and will need to be reimbursed. Britney Hervey-Farris reported on the dates of the Brooke County Fair and the Hancock County Old Time Country Fair in September. Britney will coordinate with the WVCA regarding scheduling the soil trailer. The soil trailer needs to be pulled by a state-owned truck. Britney will see if the district can pull it with the NPCD truck since it will be here for so long.
- Wheeling Creek & Upper Grave Creek Drilling Projects
  - An email was received from Potesta with an update of drilling work on Wheeling Creek and Upper Grave Creek. A copy of the email was given to each supervisor. Invoices from Potesta were also presented for district review. The invoices will be approved by the WVCA watershed.
- WVACD Water Resource Committee Representative
  - Jim Anderson or David McCardle will be the NPCD representative for the WVACD Resource Committee.
- Universal Funding Memorandum of Agreement
  - **Kim Fisher reviewed the changes to the agreement. Robert Luchetti made a motion to approve the agreement as presented. Seconded by Cele Duvall. Motion passed.**
- WV Grassland & Land Judging Contest Meeting
  - Jim Anderson is the representative for this committee. He will be forwarded the email regarding the change and the next meeting.
- AgEP
  - Payments

Name	Practice	Amount	Cost Share
David Henderson	Lime	69.70 Tons	\$1,280.74
Raymond Dobbs	Lime	67.35 Tons	\$1,347.00
John A. Dobbs	Lime	71.43 Tons	\$1,428.60
Ronald Dobbs	Lime	47.82 Tons	\$956.40
Lawrence Moore	Exclusion Fence	2,200 Ft	\$3,850.00
Lewis Hopkins	Lime	122.21 Tons	\$2,260.89
Keith Mason	Lime	43.84 Tons	\$876.80
Paul Maidens	Lime	110.60 Tons	\$2,176.06

Jennifer Kile informed the board that she has not received a signed cost verification form from Keith Mason. His practice is complete and has been verified. The form is in the mail. **David McCardle made a motion to approve payment for Keith Mason pending receipt of the cost verification form. Seconded by Robert Luchetti. Motion passed.**

**David McCardle made a motion to approve D. Henderson, R. Dobbs, J. Dobbs, R. Dobbs, L. Moore, L. Hopkins, and P. Maidens for payment for completed AgEP practices as presented. Seconded by Robert Luchetti. Motion passed.**

- Modification – Sam Fankhouser was approved for 2,200 ft of high tensile fence, cost share \$3,850. He should have been approved for 1,688 ft of woven wire, cost share of \$4,000, as listed on his application. **David McCardle made a motion to change the cost share for Sam Fankhouser from \$3,850 to \$4,000 and from high tensile to woven wire. Seconded by Cele Duvall. Motion passed.**

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) A letter lifting the statewide burning ban. 2) Two WV DEP pending mine permits.

**NEXT MEETING** –The next meeting will be held on Thursday, December 12, 2019 at 10:00 a.m.  
**Location to be determined.**

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**