

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
April 9, 2020
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County
Charles Pugh, Hancock County
Britney Hervey-Farris, Brooke County
Steve Paull, Brooke County, Vice-Chairman
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
Ed Martin, Watershed Manager North, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Kevin Paul, NRCS
David Shipman, NRCS/NPCD Soil Conservationist
Emily Hickman, Office Administration, NRCS
Suzie Funka-Petery, Assistant State Conservationist, NRCS
Brent Lyons, Forester, WVDOP
Bob Straub, CPA, Hartley & Straub
Chuck Glenn, Hancock County Supervisor Candidate

Chairman Mark Fitzsimmons called the meeting to order on Thursday, April 9, 2020 at 10:00 a.m. by teleconference.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

Charles Pugh made a motion to approve the minutes of the March 2020 board meeting and the March 23 special meeting as presented. Seconded by Jim Anderson. Motion passed.

Financial Report

Bob Straub reviewed the NPCD financials for March. **Robert Luchetti made a motion to file the March 2020 NPCD financials for audit as presented. Seconded by David McCardle. Motion passed.** David McCardle had not reviewed the co-administered funds for March 2020. The bank statements were just received the day before the meeting and the financials were not received from the WVCA.

Mark Fitzsimmons thanked Emily Hickman, NRCS, for taking care of the NPCD rental equipment.

Reports

- District Crew
 - Mark Fitzsimmons reported the following
 - Chris Pettit started on the NPCD work crew.
 - The Middle Grave Creek Channel work has been completed. Ed Martin said Dustin Coles is looking at the channel today.
 - The Ventrac needed some work.
 - The work order for a tree removal at Upper Grave Creek has been approved.
 - Ed Martin discussed the agreement with Tygarts Valley CD for debris removal at the Wheeling Creek sites. Ed suggested the dams should be looked at again before work begins in case more debris has built up since the agreed upon price in case adjustments need to be made. Ed thinks May 1 would be a good start date for debris removal.
 - David McCardle asked when annual maintenance could begin on the O&M sites. Ed Martin replied that the work orders sent to the NPCD need to be completed first. The work orders were sent to the NPCD January 31 and they were forwarded to Mark Fitzsimmons.
- Farm Service Agency (FSA)
 - No report.
- WV Division of Forestry (WVDOF)
 - Brent Lyons read a written report. He has been told to work in the field as much as possible.
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed the monthly report. Most of what is on the report appears on the agenda. The District Managers will telework until the state of emergency is lifted by the Governor.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reported the following:
 - The office is staffed daily and phones are being answered.
 - We are adjusting to everything new right now with people on telework and not everyone in the office.
 - I have emailed our current schedule to everyone with email and we will mail to those that didn't get it.
 - We have been able to do some farm visits. We are working on our assessments for our Farm Bill programs.
 - We completed all our contract reviews and working on contract modifications and other contract management.
 - Assisting with NPCD Equipment Rental – Emily Hickman has been spearheading it.
 - Suzie Funka-Petery reported the following:
 - The national office for NRCS is no longer interested in renting office space at the NPCD building.
 - The vacancy for the Soil Technician for the NPCD has been closed.
 - NRCS is working on restructuring – the District Conservationist position will become full administrative.

- A Soil Conservationist will be hired for the Upper Ohio CD.
- Wheeling Creek Watershed Commission (WCWC)
 - There was confusion regarding the cancellation or teleconference of the April 16 WCWC meeting. David McCardle will contact Howard Coffield to find out.
- District Manager
 - Veronica Gibson asked if the board felt that the teleworking situation was working out. So far, the board feels it has. Other items for discussion are on the agenda.
- Visitors
 - None.
- Committee Reports
 - Equipment Committee
 - Katie Fitzsimmons received a call from a pipeline company that requested to rent a spreader. There was much discussion. Robert Luchetti was opposed. **Steve Paull made a motion to table the topic until further information is received. Seconded by Robert Luchetti. Motion passed.**
 - The spreader that is in Hancock County at Charles Pugh's farm has not been used. It was decided that Steve Paull will get the spreader from Charles' farm and keep it at his farm in Brooke County for rental purposes.
 - Signs were made to be placed on spreaders to remind cooperators to engage the PTO at the lowest RPM to avoid belts from breaking. This was also added to the lease agreement.
 - High Tunnel Committee
 - Plants have been ordered for the high tunnel.
 - Education Committee
 - Women in Ag has been rescheduled for the end of June.

Old Business

- Soil Trailer
 - Cancelled due to COVID 19. Will be rescheduled.
- Work to Red Building
 - Mark Fitzsimmons reported that the contractor is trying to get a building permit from the city of McMechen.
- FY19 Agreed Upon Procedure Draft Report
 - **David McCardle made a motion to accept the FY19 Agreed Upon Procedures report as presented. Seconded by Jim Anderson. Motion passed.**
- District Farm
 - Kim Fisher reported that at this time the District Farm competition will be cancelled. **Cele Duvall made a motion to table the selection of conservation farms. Seconded by Robert Luchetti. Motion passed.**

- Brooke County Fair Contract
 - Britney Hervey-Farris reported that the Brooke County Fair meetings were cancelled for March and April however there was a discussion that the NPCD would be incorporated in their agricultural tent and the NPCD would not have to have their own booth. An application was received for a booth. It was decided not to fill out the application at this time.
- O&M Funding Agreement – FY20 Marshall County Commission PA Dams
 - The signed FY20 Marshall County Commission PA Dams agreement has not been received but funding has. Veronica Gibson will contact the Marshall County Commission.

New Business

- Transfer Funds to New Bank Account
 - There was a discussion regarding the district credit card and issues with late fees for payments. The current credit card is with a bank that is not local. The board would like to use a local bank for their credit card so payments can be made at the local bank. **Cele Duvall made a motion to open an account at WesBanco for the use of payment for the credit card only and to use \$10,000.00 from the building fund to open the account. Seconded by David McCardle. Motion passed.**
- NPCD Contests – Poster & Samara
 - All board members agreed to go on with the Samara contest and poster contest as planned. A meeting will be held by WVACD to determine what to do for the state contests.
- Letter of Request
 - \$10,000.00 – O&M Funds for Marshall County Flood Control Structures. **David McCardle made a motion to approve and submit a letter of request for \$10,000.00 to the WVCA for Marshall County flood control structures. Seconded by Jim Anderson. Motion passed.**
- AgEP FY21
 - Mark Fitzsimmons reviewed notes from the state AgEP meeting.
 - There was a discussion to start FY21 signups June 1.
 - The board requested that Jennifer Kile give a list per county to each supervisor of unfinished practices so the supervisor can contact the cooperators in their county to ensure work is completed by the end of this fiscal year.
 - Jennifer reported that there are 38 active contracts that need completed. She has been calling each cooperator to see if they will be able to complete their practice by the deadline.
 - There was a discussion of what to place in the upcoming newsletter regarding FY21 AgEP. It was decided to have cooperators call after June 1st for the date of the upcoming FY21 round.

Correspondence

- None.

NEXT MEETING –The next meeting will be held on Thursday, May 14, 2020 at 10:00 a.m. **location to be determined.**

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

Mark Fitzsimmons, Chairman
Minutes submitted by Veronica Gibson

David McCardle, Secretary/Treasurer