

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**May 14, 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  
Katie Fitzsimmons, District Conservationist, NRCS  
Kevin Paul, NRCS  
David Shipman, NRCS/NPCD Soil Conservationist  
Emily Hickman, Office Administration, NRCS  
Bob Straub, CPA, Hartley & Straub  
Chuck Glenn, Hancock County Supervisor Candidate

Chairman Mark Fitzsimmons called the meeting to order on Thursday, May 14, 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 April 2020 board meeting as presented. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

Bob Straub reviewed the NPCD financials for April. **Robert Luchetti made a motion to file the April 2020 NPCD financials for audit as presented. Seconded by Steve Paull. Motion passed.** David McCardle reviewed the co-administered funds for March and April 2020.

**Reports**

- District Crew – No report.
- Farm Service Agency (FSA)
  - Katie Fitzsimmons reported the following for J.L. Tennant – The Cares Act passed for market prices affected by Covid-19. J.L. will pass along more information as it is received.

- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report. Sadly, the State Forester passed away.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed the monthly report.
    - The WVCA will telework for the foreseeable future.
    - The district POW and final AgEP practice list are due to the WVCA by June 15.
    - The 2020 farm tour has been cancelled. Each district is encouraged to recognize farms at their district banquet.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed the monthly report and reported the following.
    - Women in Ag will be postponed until 2021.
    - Katie will contact the Marshall County schools superintendent to get their opinion on holding Hands on Ag day in the fall.
    - A local work group meeting is needed. It is scheduled for June 3 at 7:30 pm by teleconference.
    - Katie spoke about a NRCS CAMP program which is a mentoring program.
- Wheeling Creek Watershed Commission (WCWC) – No report.
- District Manager
  - Veronica Gibson reported the following.
    - All FY20 O&M funds have been received from sponsors. All signed agreements have been received from the sponsors except for the City of Wheeling. Payment has been made but the agreement was not signed and returned. Veronica will contact the city. It may be delayed because their meetings have been held by teleconference.
    - All FY21 O&M agreements and invoices have been mailed to all sponsors.
    - Veronica will be out of the office on May 15 and May 22.
- Visitors
  - None.
- Committee Reports
  - Building Committee
    - Mark Fitzsimmons reported that he has no new information regarding the repairs to the red building.
  - High Tunnel Committee
    - David Shipman reported that vegetables have been planted in the high tunnel. Planting should be done outside next week. Britney Hervey-Farris recommended that no tomatoes be planted outside.
  - Education Committee
    - Mark Fitzsimmons reported on the status of the WVACD scholarships.

### **Old Business**

- District Farm
  - Cancelled for 2020.

- O&M Funding Agreements – FY20
  - Marshall County Commission – PA Dams
    - The FY20 O&M agreement was received with the signature from the Marshall County Commission for the PA dams. **Robert Luchetti made a motion to process the FY20 O&M agreement from the Marshall County Commission for the PA dams. Seconded by Cele Duvall. Motion passed.**

### **New Business**

- COVID-19 Office Precautions
  - Mark Fitzsimmons suggested that the NPCD install plexiglass, some sort of gate, and counter in the NRCS and FSA offices to protect employees from outside visitors. After much discussion the following was suggested by supervisors:
    - Robert Luchetti felt each agency should decide what precautions they want to put into place and be responsible for the cost.
    - Jim Anderson suggested a gate and plexiglass on a counter. NRCS does not have a counter in their office.
    - Britney Hervey-Farris felt there should be something put in to keep customers from walking through the office space.
    - Cele Duvall suggested a gate and a sign on the floor that states “stop here”.
    - David McCardle suggested caution tape.
  - Mark Fitzsimmons ordered 35 masks from Aimee Figgatt to be used by staff, service center employees, and supervisors. Aimee donated the masks. Mark would like to pay her \$5 per mask plus the cost of shipping. **David McCardle made a motion to pay Aimee Figgatt \$5 per mask for 35 masks plus the cost of shipping. Seconded by Jim Anderson. Motion passed.**
  - Mark Fitzsimmons found a vendor that will sell hand sanitizer in a 30-gallon drum with no hazmat certification needed for purchase. It would have to be picked up in Charleston. Mark would like to sell the hand sanitizer for \$25 per gallon as a community service effort. The price of \$25 per gallon would cover the cost of the purchase of the 30-gallon drum and the cost of an NPCD employee travel and hourly rate of pay. There was a discussion regarding the purchase. No decision was made.
- FY21 District Plan of Work
  - A FY21 district plan of work meeting will be held on May 29 at 10:00 am by teleconference.
- Lowe & Associates Invoice for FY19 AUP - \$3,550.00
  - **David McCardle made a motion to pay the invoice for the completed FY19 AUP in the amount of \$3,550.00. Seconded by Steve Paull. Motion passed.**
- Potesta & Associates, Inc. Invoices
  - Wheeling Creek #7
    - Invoice #160594 – Drilling & work towards preparation of geotechnical report - \$20,313.05
    - Invoice #160751 – Preparation of final geotechnical report - \$8,005.00

- Upper Grave Creek #1
  - Invoice #160593 – Drilling & work towards preparation of geotechnical report. Includes additional trip to review slip on right descending edge of earthen embankment - \$20,442.45
  - Invoice #160750 – Preparation of final geotechnical report - \$6,452.50  
The Potesta invoices were reviewed by Ed Martin and approved for payment upon the approval of the NPCD. **Cele Duvall made a motion to pay Postesta invoices #160593, #160594, #160751, and #160571. Seconded by Charles Pugh. Motion passed.**
- Equipment Rental
  - John Bungard – Rented 2017 lime/fertilizer spreader. Not cleaned or greased when returned. It was decided not to charge John Bungard anything additional to the cost of the spreader rental.
  - Charles Reinacher – Rented 2011 lime/fertilizer spreader. Multiple damages/repairs needed. Roller chain, spinner shaft, spinner disc, spinner hub weldment, miscellaneous bolts, bearing 1-inch flange, and 8 hours of labor. Only item purchased by district was roller chain. Mr. Reinacher brought the chain back after the district purchased a new one. It was decided to not charge Charles Reinacher anything additional to the cost of the spreader rental but to let him know that the district incurred an expense of the purchase of a new chain that would not have been necessary if he would have returned the chain when the spreader was returned.
  - Asako McConn – Rented 2017 lime/fertilizer spreader. The chains were not greased when she received it. A piece fell off one of the attachments. It was decided not to charge Asako McConn anything additional to the cost of the spreader rental.
  - Review lease agreements for updates.
    - The Capitol CD shared their lease agreement for their spreader rental. With their permission, the NPCD is going to use this agreement as a template. David McCardle will review the agreement and make changes to it to fit the needs of the NPCD.
    - An equipment deposit was discussed. The following was suggested for the lime/fertilizer spreaders:
      - \$100 deposit
      - Pick up and drop off during business hours or an appointment can be made with a supervisor for non-business hours.
      - NPCD work crew to check the spreader upon its return, not office staff.
    - Deposit amount for all equipment to be determined.
    - **David McCardle made a motion for the lease agreements to be updated to include deposit amount and to be reviewed by the board. Seconded by Steve Paull. Motion passed.**
- Junior Conservation Camp Cancelled. Refund donation or apply to 2021 Junior Conservation Camp Fund
  - **David McCardle made a motion to apply the 2020 Junior Conservation Camp donation to 2021. Seconded by Cele Duvall. Motion passed.**

- Nominating Committee for FY21 NPCD Officers
  - Mark Fitzsimmons appointed Robert Luchetti, Britney Hervey-Farris, and Jim Anderson to the nominating committee for the FY21 NPCD officers. Elections will be held at the June board meeting.
- FY20 O&M Funding Agreements
  - Wheeling Creek Watershed Commission – Marshall/Ohio Counties
  - Wheeling Creek Watershed Commission – PA Dams  
 The FY20 O&M agreements were received with the signatures from the Wheeling Creek Watershed Commission for the PA dams and the Marshall/Ohio county dams.  
**Jim Anderson made a motion to process the FY20 O&M agreements from the Wheeling Creek Watershed Commission for the PA dams and the Marshall/Ohio county dams. Seconded by Charles Pugh. Motion passed.**
- New Conservation Agreement
  - Jeffery Miller/ Brooke County  
**David McCardle made a motion to approve Jeffery Miller as a new cooperator. Seconded by Jim Anderson. Motion passed.**
- AgEP
  - FY21 AgEP Priority of Practices for Approval
    - Jennifer Kile will mail a copy of the current practices for supervisors to review. It will be discussed on May 29 at 10:00 am following the FY21 POW meeting by teleconference.
  - FY21 Sign-ups
    - **Jim Anderson made a motion to conduct a sign up for the AgEP beginning May 26 to June 12 with approvals at the July 9 board meeting. A second sign up will be held June 13 to July 3 with approval to be held at an AgEP meeting to be held July 27 at 10:00 am. Seconded by David McCardle. Motion passed.**

Name	Practice	Amount	Cost Share
Jeffery Allen	Lime	98.13 Tons	\$1,815.41
Kimberly Riggle	Lime	23.40 Tons	\$444.60
Frederick Dague	PD Fence	2,200 Feet	\$3,850.00
Dale Mason	Exclusion Fence	1086 Feet	\$2,573.82
James Lilley	PD Fence	2,200 Feet	\$3,850.00
FXB-Foxberry	PD Fence	935 Feet	\$1,636.25
Greg Knight	IS	13.5 acres	\$600.00
Steven Shook	PD Fence	1435 Feet	\$2511.25
Dennis Aston	HUA	1500 sq. ft	\$1,980.00

Chuck Glenn	HUA	1500 Sq. ft	\$1,980.00
Jerry Knight	IS	36.83 acres	\$600.00
Timothy Hays	PD Fence	1688 Feet	\$4,000.00

**Jim Anderson made a motion to approve the following completed AgEP practices for payment – J Allen, K Riggle, F Dague, D Mason, J Lilley, FXB-Foxberry, G Knight, S Shook, D Aston, C Glenn, J Knight, and T Hays. Seconded by Steve Paull. Motion passed.**

○ Cancellation

Name	Practice	Cost Share	Reason
Melissa Gebhardt	PD Fence	\$3,081.00	Landowner Request
Katie Fitzsimmons	Fence	\$3,850.00	Landowner Request

**Jim Anderson made a motion to cancel the following AgEP contracts per landowner request – M Gebhardt and K Fitzsimmons. Seconded by Charles Pugh. Motion passed.**

**Correspondence**

- David McCardle reviewed the following correspondence – 1) A letter received from USDA regarding COVID-19 procedures.

**Other Reports**

- David McCardle reported that the soil tester has visited 20 farms and tested 700 acres. The soil tester is waiting to hear from 8 people regarding soil testing. He has completed 4 farm visits in the last week and will work on the raised beds.

**NEXT MEETING** –The next meeting will be held on Thursday, June 11, 2020 at 10:00 a.m. **location to be determined.**

There being no further business, the meeting was adjourned at 12:40 p.m.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**