

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

**Supervisors Present**

Jim Anderson, Hancock County – Vice-Chairman  
Chuck Glenn, Hancock County  
Britney Hervey-Farris, Brooke County  
Amy Wade, Ohio County  
Robert Luchetti, Ohio County  
David McCardle, Marshall County, Secretary/Treasurer  
Mark Fitzsimmons, Marshall County, Chairman

**Associate Supervisors Present**

Steve Paull, Brooke County  
Evey Jones, Marshall County

**Others Present**

Veronica Gibson, District Manager, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
David Shipman, NRCS/NPCD Soil Conservationist  
Kevin Paul, NRCS  
Harry Aston, Crew, NPCD  
Colerain McCardle, Soil Tester, NPCD  
Brent Lyons, Forester, WVDOP  
Bob Straub, CPA, Hartley & Straub  
H. Louis Winters, Ohio County

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 10, 2020 at 9:00 a.m. at the USDA Service Center in McMechen.

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

**Approval of Agenda** – Jim Anderson made a motion to add the following items to the agenda: **O&M Annual Inspection Schedule and Wheeling Creek #3 Debris Removal. Seconded by Robert Luchetti. Motion passed with a unanimous vote.**

**Minutes**

David McCardle made a motion to approve the minutes of the August 2020 board meeting as presented. Seconded by Chuck Glenn. Motion passed.

**Financial Report**

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

## **Reports**

- District Crew – Harry Aston reported the following:
  - Report on work – Currently working on Upper Grave Creek sites. The rocks still need to be removed from Turkey Run at Wheeling Creek.
  - The no-till drill and skid steer are at Knight's Farm Supply for repairs.
- Farm Service Agency (FSA) – No report.
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report. Each supervisor received a copy of the report.
  - WVDOF fire crews went to Colorado for three weeks for the wildfires. They returned and were sent the next week to the west coast for wildfires there. They said the wildfires have not been this bad since 1910.
- WV Conservation Agency (WVCA)
  - A copy of the monthly written report was provided to each supervisor for their review.
  - Mark Fitzsimmons talked about the upcoming WVACD Quarterly meeting to be held in Flatwoods. He spoke about the recognition of farms from each district.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written monthly report that was provided to each supervisor.
  - Jon Bourdon is the new WV State Conservationist. He will start this month. Katie has heard many good things about him.
  - Finishing up EQIP contracts. NRCS is five acres away from their EQIP goal.
  - NRCS has reached their CPA and Conservation Planning goals.
  - Katie will be off every Friday for the rest of 2020.
- Wheeling Creek Watershed Commission (WCWC)
  - No report.
- District Manager – Veronica Gibson reported the following:
  - Ordered two rolls of geotextile fabric.
  - Provided weekly reports to each supervisor for the month of August.
  - There are 30 rain barrels left. There was a discussion regarding purchasing more with UOCD.
- Visitors
  - H. Louis Winters was in attendance. He received a letter from the district inviting him to be an Associate Supervisor.
- Soil Tester – Cole McCardle reported the following:
  - For this month, 370 acres were tested for a total of 7 soil tests.
  - Cole has accepted a new job and will not be back next summer.

- Committee Reports
  - High Tunnel Committee
    - Britney Hervey-Farris reported the following:
      - Strawberries have been planted. The tomatoes need to be pulled at any time. The green peppers can be pulled in October. Carrots, radishes, beets, and spinach will be planted in their place.
      - The high tunnel committee met before the board meeting. The committee suggested to ask 4-H groups to come in the spring in addition to the school children. The committee would like to have an educational high tunnel field day. The committee requested a budget of up to \$1,000 to purchase equipment that cooperators may need for their high tunnels. This would be treated the same as the current equipment rental program. The committee will reach out to cooperators with high tunnels to find out what type of equipment would be most helpful to them. **Britney Hervey-Farris made a motion to provide the high tunnel committee with a budget of \$1,000 to purchase equipment for cooperators with a high tunnel. Seconded by Jim Anderson. Motion passed.**
    - Jim Anderson received a question from a cooperator in Hancock County. The cooperator needs repairs to their high tunnel/greenhouse and did not know who to contact. Yoder's Produce was suggested.
  - Legislative Committee
    - Amy Wade reported the following:
      - Brian Farkas would like for supervisors to attend meetings with him with Legislators. He wants the districts to have unified concerns.
      - There is interest to amend the law to conservation districts to open it up. Many supervisors are hesitant to do this. It will bring many changes.
      - Ag Day at the Capitol will be March 16. There will not be a breakfast this year. It is not known at this time if supervisors will be able to meet with legislators.
      - Brian Farkas requested the same budget as last year - \$11,023,235.00.
      - A training on law will be prepared for the next meeting. Brian Farkas would like to hold a monthly meeting.
  - Building Committee
    - Mark Fitzsimmons reported the following:
      - The contractor that did repairs to the red building would like to be paid. An invoice has not been submitted. The contractor will submit one.
  - Education Committee
    - Mark Fitzsimmons reported the following:
      - Nothing new. There was more discussion regarding a high tunnel field day.

### Old Business

- USDA Service Center Carpet Cleaning
  - One bid was received from Dream Clean in the amount of \$380. It was questioned if this included moving furniture. **Robert Luchetti made a motion to accept the bid from Dream Clean for \$380 to clean all the carpets in the USDA Service Center. Second by Jim Anderson. Motion passed.** Katie Fitzsimmons felt that since the staff in the building is limited, the carpet cleaning could be done during normal business hours.
- Associate Supervisor Guidelines
  - There was a discussion regarding the need for the NPCD to create written guidelines for Associate Supervisors. The guidelines provided by the WVCA were reviewed. The supervisors requested that Veronica Gibson contact other districts to see what they have included in their policy.
  - **David McCardle made a motion to appoint H. Louis Winters as Associate Supervisor representing Ohio County and to renew Nick and Evey Jones appointments as Associate Supervisors representing Marshall County. Seconded by Robert Luchetti. Motion passed.**
- NACD National Meeting, February 2021
  - Amy Wade reviewed an estimate of the cost of expenses for the NACD national meeting to be held in New Orleans, LA. The cost was estimated at \$2,400. The NPCD policy allows \$1,500 reimbursement to a supervisor attending. Amy said that NACD offers a scholarship for registration for new supervisors. She will apply for it. The NACD will not decide until November if the meeting will be held in person or as a virtual meeting. Amy wants to attend only if it will be an in-person meeting.
- NPCD Shirts with New Logos
  - Items were provided by those that wish to have the new NPCD logo embroidered on them. Mark Fitzsimmons will take the items to the embroiderer.
- FY21 O&M Agreement – City of Moundsville
  - The FY21 O&M agreement was approved and received from the City of Moundsville with their signature. **Jim Anderson made a motion to accept and sign the FY21 O&M agreement with the City of Moundsville and the WVCA. Seconded by Robert Luchetti. Motion passed.** The agreement will be presented to the WVCA for signature.

### New Business

- O&M Annual Inspection Schedule
  - An email was received from Dustin Coles with the following:
    - Upper Grave Annuals: October 6<sup>th</sup> 9:00am @ Upper Grave #1
    - Harmon Creek Annuals: October 8<sup>th</sup> 9:30am @ Harmon Creek #2
    - Wheeling Creek Annuals: October 13<sup>th</sup> 9:00am @ Wheeling #3 (Dunkard)  
October 14<sup>th</sup> 9:00am @ Wheeling #7
    - Middle Creek Channel October 14<sup>th</sup> after finishing Wheeling Inspections

- Wheeling Creek #3 Debris Removal
  - An email was received from Dustin Coles with the following:
    - As far as Tygart Valley moving in for debris removal they plan to mob in September 10 and September 11 and begin work September 14. We have asked them for estimates on hotel rooms but haven't heard anything back yet.
- NPCD Annual Banquet
  - **David McCardle made a motion to postpone the NPCD annual banquet and to schedule to a date to be announced later. Seconded by Robert Luchetti. Motion passed.**
  - There was a discussion regarding the Century Farm recognition to be held at the WVACD Quarterly meeting. The NPCD has one farm to be recognized. **Robert Luchetti made a motion to reimburse the NPCD Century Farm farmer for one-night hotel stay and mileage if he attends the WVACD recognition. Seconded by Chuck Glenn. Motion passed.** If the NPCD Century Farm farmer is unable to attend the WVACD recognition, the NPCD will hold a presentation for the farm as soon as possible.
- Brooke County Supervisor Appointment
  - With the resignation of Michael Traubert, Brooke County supervisor, the NPCD advertised for the open position of appointed Brooke County supervisor. Only one application was received. It was from Stephen Paull. **Robert Luchetti made a motion to write a letter of support for the appointment of Stephen Paull as the appointed Brooke County Supervisor. Seconded by Chuck Glenn. Motion passed.** Stephen Paull's application and letter of support will be submitted for the next State Conservation Committee for approval.
- FY20 Audit (AUP) Bids
  - Bids were solicited for the FY20 audit. Two bids were received. Lowe & Associates - \$3,550 and Suttle & Stalnaker - \$6,700 or \$5,100 per year for the next three years. **David McCardle made a motion to accept the bid from Lowe and Associates in the amount of \$3,550 for the FY20 audit. Seconded by Robert Luchetti. Motion passed.**
- Writing Grants and Managing Grants Training - NACD
  - A copy of an email received from the WVACD regarding grant writing training provided by the NACD was given to each supervisor.
- WVCA Lease Renewal
  - A notice was received from the WV Real Estate Division regarding the WVCA lease. The lease will expire February 28, 2021. The WVCA requested a 5-year renewal at the current monthly rate of \$750. **Jim Anderson made a motion to accept the renewal of the current WVCA lease of 5 years at a monthly rate of \$750. Seconded by Robert Luchetti. Motion passed.**

- NPCD Face Book Suggestions
  - Amy Wade submitted suggestions to the board regarding the NPCD Face Book page. There was a discussion regarding the suggestions. It was established that Jenn Kile, David Shipman, Katie Fitzsimmons, Amy Wade, and Britney Hervey-Farris are the administrators for the page and the board requested them to update the page as needed.
- Letters of Request
  - \$10,000.00 – FY21 AgEP Supplemental
  - \$3,550.00 – FY19 Audit

**Robert Luchetti made a motion to sign and submit the letter of request for \$10,000.00 for FY21 AgEP supplemental funds and \$3,550.00 for the FY19 audit. Seconded by Jim Anderson. Motion passed.**

- AgEP

- Payments

Name	Practice	Amount	Cost Share
Lewis Hopkins	Lime	83.05 Tons	\$1,576.00
John W. Miller	Water System	1 system	\$2,496.31

**David McCardle made a motion to approve the payment for L. Hopkins for his completed AgEP practice. Seconded by Jim Anderson. Motion passed.**

**David McCardle made a motion to deny the payment for J. W. Miller for his practice. The practice was originally approved in FY20 but was not completed by the June 1 deadline. Mr. Miller was still working on the waters system in FY20. Mr. Miller applied for the FY21 program and submitted payment for the practice. His invoice for payment shows the practice was completed on June 28. Seconded by Jim Anderson. Motion passed.**

- Application Consideration

Name	Practice	Amount	Cost Share
David Francis	Nutrient Management	11.51 Acres	\$568.34

**Jim Anderson denied the application for D. Francis for nutrient management. Mr. Francis does not have livestock and the program requires livestock. Seconded by Chuck Glenn. Motion passed.**

- Agriculture Enhancement Signup

- With current funds and the addition of the FY21 AgEP supplemental funds, the NPCD has \$17,438.49 available for cost share to cooperators. Jenn Kile asked if the board would like to accept another round of applications. **David McCardle made a motion to advertise acceptance of AgEP applications beginning October 1 through October 23 for lime, nutrient management, frost seeding, and pasture reseeding only. Seconded by Robert Luchetti. Motion passed.**
- The applications will be reviewed by the AgEP committee on November 5 at 10:00 am and will be presented for approval at the November 12 board meeting.

- AgEP Exigency Program – Water Hauling Tank
  - Jenn Kile reported to the board that the NPCD is no longer in a drought condition (D1 level). If the board would like to participate in the program it would cost share with cooperators that purchased a water tank for livestock July 30 through August 30. Participation in the program failed for lack of a motion.

**Correspondence**

- There was no correspondence to review.

**NEXT MEETING** –The next meeting will be held on Thursday, October 8, 2020 at 10:00 a.m. **at the USDA Service Center in McMechen.**

There being no further business, the meeting was adjourned at 12:45 p.m.

-----  
**Mark Fitzsimmons, Chairman**

-----  
**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**