

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

Supervisors Present

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

Associate Supervisors Present

Eric Blend, Ohio County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Gene Saurborn, Director of Watershed Projects, WVCA
Ed Martin, Watershed Manager, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Technician, NRCS
Kevin Paul, NRCS
Bob Straub, CPA, Hartley & Straub

Vice-Chairman Jim Anderson called the meeting to order on Thursday, December 10, 2020 at 10:00 a.m. via teleconference. Chairman Mark Fitzsimmons joined the meeting later. Vice-Chairman Jim Anderson continued to chair the meeting.

Pledge of Allegiance – The pledge of allegiance was recited.

Approval of Agenda – Amy Wade made a motion to approve the agenda as presented. **Seconded by David McCardle. Motion passed.**

Minutes

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

Financial Report

Bob Straub reviewed the district financials for November 2020. **Amy Wade made a motion to accept the November 2020 NPCD financials and file for audit. Seconded by Robert Luchetti. Motion passed.** The bank statements will be available at the accountant's office to pick up for David McCardle to review.

Reports

- District Crew – No report
- Farm Service Agency (FSA)
 - Katie Fitzsimmons reported that J.L Tennant was in a County Committee meeting and passed along a reminder that signup ends tomorrow for the Coronavirus Food Assistance Program.
- WV Division of Forestry (WVDOF)
 - A copy of a written report was provided in the supervisor packets.
- WV Conservation Agency (WVCA)
 - A copy of the monthly written report was provided to each supervisor for their review.
- Natural Resource Conservation Service (NRCS) – Katie Fitzsimmons reviewed the following:
 - Jon Bourdon, State Conservationist, sent a card thanking those that participated in the northern panhandle tour on November 18. He enjoyed the tour. Thank you to Britney for hosting the tour.
 - The McMechen office is at phase zero which means only one NRCS staff member can work at a time per day and farmers are not allowed into the building. This will most likely continue into January. Katie will send a calendar to the supervisors that lists the work schedule of each NRCS employee.
 - Katie reviewed the monthly report that was included in the meeting packet.
- Wheeling Creek Watershed Commission (WCWC) – No report
- Administrative Specialist – Veronica Gibson reported the following:
 - There are checks at the office that need signed. David McCardle signed them yesterday. Robert Luchetti will sign them on Monday.
 - Written work report was included in supervisors' packets.
- Visitors
 - None
- Committee Reports
 - High Tunnel Committee - Britney Hervey-Farris reported the following:
 - Spoke to Kacey Gantzer regarding high tunnel workshops. She is hoping to have something together for the January meeting.

Old Business

- Wheeling Creek #3/Debris Removal Update
 - Ed Martin reported that Dustin Coles has been in regular contact with the Tygarts Valley CD (TVCD) regarding the debris removal at the Wheeling Creek sites. He reported that TVCD has completed debris removal at Wheeling Creek site #25, #18, and #23 except for the material stockpiled on #23 to be moved to #3. The TVCD is currently working on #7 and will be done this week.

- Gene Saurborn reported that the TVCD has not submitted a start date for repairs to Wheeling Creek #3. Mark Fitzsimmons said the TVCD has received the agreement and the request for the proposal and schedule for work from the NPCD attorney. The TVCD has a meeting on December 14 and they will discuss the agreement then and respond back to the attorney.
- Amy Wade asked for an update regarding the meeting that was held at the Wheeling Creek #3 site in November. Mark reported that TVCD was interested in completing the work, but a signed agreement must be returned to the NPCD and the TVCD must submit a schedule that will be reviewed by dam safety and WVCA. After it is accepted by the NPCD and reviewed by the WVCA, TVCD may begin working.
- It was discussed and agreed that the TVCD, NPCD, attorney and WVCA watershed will be included in all email chains.
- Ed Martin stated that there is O&M work that could be completed over the winter if the NPCD would have their crew working. Robert Luchetti requested that the proposed work orders be sent to the NPCD and the NPCD will decide if the crew will be able to complete the work over the winter or wait until spring. David McCardle requested O&M work orders for annual work be sent to the NPCD early so spraying could be completed in early spring. The NPCD crew has an applicator license. Ed Martin said he would reach out to WVU to get a plan together.
- NPCD Policy Manual
 - David McCardle presented the following updates to the NPCD Policy Manual:
 - Combining the Secretary and Treasurer position as one position.
 - Supervisor mileage rate – follow IRS guidelines: subject to change.
 - Be sure all equipment is listed.
 - Veronica Gibson has been working on updates and suggestions for additions to the policy manual.
 - **Robert Luchetti made a motion to table the completion of the NPCD Policy Manual to a later date. Seconded by Steve Paull. Motion passed.**

New Business

- Advertise for Grant Employee for NRCS/District
 - The current grant ends September 30, 2021. **Mark Fitzsimmons made a motion as follows – If the grant is extended to September 2022, then NPCD and UOCD will advertise for the position. Seconded by Robert Luchetti. Motion passed.**
- 2021 Education Contests
 - WVACD – Poster and Photo
 - Samara
 - Most schools in the northern panhandle are virtual learning due to Covid. **Mark Fitzsimmons made a motion to postpone participation in the poster, photo and samara contests until March or April. Seconded by David McCardle. Motion passed.**
- Professional Cleaning of Building due to Covid
 - **Robert Luchetti made a motion to get estimates for professional cleaning of the McMechen USDA Service Center in case of an employee Covid infection in the future. Seconded by Chuck Glenn. Motion passed.**

- Potesta Invoice for Approval
 - Upper Grave Creek #1
 - \$8,777.50 - Invoice #161934 – Continued work towards design package
Robert Luchetti made a motion to pay Postesta invoice #161934 upon approval of the WVCA watershed division. Seconded by Mark Fitzsimmons. Motion passed.
- New Conservation Agreement
 - Jason Bond/Hancock County/2.5 acres
 - Michaelene Frye/Marshall County/94 acres
David McCardle made a motion to accept J. Bond and M. Frye as new cooperators. Seconded by Robert Luchetti. Motion passed.

- AgEP
 - Payments

Name	Practice	Amount	Cost Share
Zach Sberna	PD Fence	973 Feet	\$1,702.75
Asako McConn	Lime	38.40 Tons	\$783.20

Practices are complete and inspected. Jennifer Kile has not received the signed cost verification form from Asako McConn. All paperwork was completed by mail due to Covid.
David McCardle made a motion to pay Z. Sberna for his completed AgEP practice and to pay A. McConn for her completed AgEP practice upon receipt of the signed cost verification form. Seconded by Chuck Glenn. Motion passed.

- Jennifer Kile reviewed a written report that was included in the supervisor meeting packets.

Correspondence

- None

NEXT MEETING -The next meeting will be held on Thursday, January 14, 2021 at 10:00 a.m. **location to be determined.**

There being no further business, the meeting was adjourned at 11:05 a.m.

Jim Anderson, Vice-Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson