

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
March 11, 2021
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman - via telephone
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

H. Louis Winters, Ohio County – via telephone

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Dustin Coles, Watershed Technician, WVCA
Ed Martin, Watershed Program Manager – North, WVCA – via telephone
Katie Fitzsimmons, District Conservationist, NRCS – via telephone
David Shipman, Soil Technician, NRCS – via telephone
Kevin Paul, NRCS – via telephone
Harry Aston, NPCD Crew – via telephone
Brent Lyons, Forester, WV DOF
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, March 11, 2021 at 10:00 a.m. at Brooke Hills Park in Wellsburg, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Approval of Agenda – Agenda was approved as presented.

Minutes

Robert Luchetti made a motion to approve the minutes of the February 2021 board meeting as presented. Seconded by Chuck Glenn. Motion passed.

Financial Report

Bob Straub reviewed the district financials for February 2021. **Robert Luchetti made a motion to accept the February 2021 NPCD financials and file for audit. Seconded by Steve Paull. Motion passed.**

David McCardle reviewed the co-administered funds.

Reports

- District Crew
 - Harry Aston reported that he spoke to Dustin Coles regarding burning debris on Wheeling Creek #3 and #25. Work orders need to be submitted for agreed upon amount before work begins. It was discussed that Harry cannot do work alone due to safety reasons. The NPCD will find a crew member to work with Harry on the project.
 - Harry had a new tire put on the Cricket spreader at Knight's Farm Supply.
- Farm Service Agency (FSA) – No report
- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report. With warm weather, several fires have been reported.
- WV Conservation Agency (WVCA)
 - Veronica Gibson reviewed the WVCA report in Kim Fisher's absence. The following questions were asked of the district board from the report.

Board Meeting Information

How do you want this information sent to district supervisors prior to monthly board meetings?

Email?

Regular Mail?

The NPCD would like information sent to them prior to the monthly board meetings by email and regular mail.

District Correspondence

Does the board wish to receive all correspondence forwarded to them and if so, what types of correspondence?

Currently the NPCD secretary reviews correspondence at the monthly board meeting and copies are available to board members upon request. This will continue moving forward. The board **does not** want to see all emails sent/received and all mail received that is not pertinent to the district (junk mail).

District Board Meeting DRAFT Agenda

It has been suggested the DRAFT agendas be distributed 5 days prior to the board meeting date instead of the mandatory 3 business days as defined in WV Open Meeting Laws. This would allow a two-day buffer for additions/corrections to be made to the draft agenda and then redistributed and posted as per WV Open Meeting Laws.

The NPCD board would like to have the DRAFT agenda sent to all supervisors 5 days before the board meeting.

Also, how would you like this information sent to the board? Regular mail will require an earlier deadline, such as 7 days before the official meeting.

The NPCD would like to have the DRAFT agenda emailed to them 7 days prior to the board meeting for review.

District Board Meeting DRAFT Minutes

Currently, the AS is required to send the draft meeting minutes to Brian Farkas, and their AD within 24 hours of the board meeting. Would you like the entire board to receive the draft minutes at the same time?

The AS has always sent the draft minutes to the supervisors as well as AD and Brian Farkas. The NPCD would like for this to continue.

- Mark Fitzsimmons appointed a NPCD Policy Manual committee. The committee members are Veronica Gibson, Amy Wade, David McCardle, and Mark Fitzsimmons. A teleconference will be held on March 26 at 2:00 p.m.
- Natural Resource Conservation Service (NRCS)
 - David Shipman reviewed a written report.
- Wheeling Creek Watershed Commission (WCWC)
 - Next meeting is April 15.
- Administrative Specialist
 - Veronica Gibson provided the supervisors with her weekly work logs for their review.
 - Reported that 2 applications have been requested for the soil tester position.
 - Reminded supervisors that new signature cards for the updated checking accounts need to be signed as well as checks.
 - Provided each supervisor with a copy of the Open Government Meetings Act.
- Visitors
 - Dustin Coles reported that the boom at Wheeling Creek #3 is working as it should.
 - All O&M work orders will be sent out next week to the NPCD to review and submit dollar amounts.
 - Updated EAP's will be updated and presented at the next NPCD board meeting.
 - The WVCA is working on a date for the job showing for the repairs to Wheeling Creek #3.
- Committee Reports
 - Equipment Committee
 - G. Knight had a flat tire repaired on a spreader. The invoice amount is \$54.95. **Chuck Glenn made a motion to reimburse G. Knight for the tire repair. Seconded by Robert Luchetti. Motion passed.**
 - **Robert Luchetti made a motion to set a limit for the work crew of up to \$250.00 for expenditures without approval as needed to complete repairs/work. Seconded by Amy Wade. Motion passed.**

- Education Committee
 - Veronica Gibson reported that Moundsville Middle School has requested 500 sheets of poster board for the poster contest. Four schools are participating in the Samara contest. One school has submitted test results.
 - Amy Wade is working with Karen Cox, Ohio County WVU Extension, on an Ag Day for home schooled students at her farm.
- High Tunnel
 - Amy Wade has completed a video and is working on posting it to Face Book.
 - Britney Hervey-Farris reported that Eric Blend is growing plants for the high tunnel and outdoor raised beds. In the high tunnel, there will be determinate and indeterminate tomatoes and trellis and bush cucumbers. Britney asked the board if they would like to try planting berries in the high tunnel? This is something that is becoming popular. Yes, the board agreed to plant berries in the high tunnel. Ideas for the outdoor raised beds are examples of ground cover and squash. All will be used as an educational tool. Eric will be reimbursed for his expenses.
- Building Committee
 - Veronica Gibson reported that she has contacted the previously used contractor to install the LED lighting in the NRCS office.

Old Business

- Wheeling Creek #3 - Updates
 - Topic covered on the agenda under visitors with Dustin Coles.
- State Farm Recognition
 - The following farms were suggested as potential farms for each county:
 - Marshall County – Jeff Allen
 - Brooke County – Eric Freeland
 - Ohio County – Susan Smith
 - Hancock County – N/A
- Dam Monitors
 - Amy Wade has potentially secured dam monitors for most of the Wheeling Creek dams that do not presently have monitors. Dustin Coles called the potential dam monitors that Amy provided. There was a question if Mark West could be a dam monitor. Dustin will look into this idea.
 - Britney Hervey-Farris contacted the Brooke County EMS for help in finding dam monitors in Brooke County for the Harmon Creek dams. She did not hear back from them.
- NPCD Foundation Lease
 - **Robert Luchetti made a motion to accept the lease between the NPCD and the NPCD Foundation. Seconded by David McCardle. Motion passed.**
 - **Robert Luchetti made a motion to invoice the NPCD in the amount of \$45,864.00 for 6 months of billing for 2020 as recommended by the NPCD accountant. Seconded by Amy Wade. Motion passed.**

- FY22 CDO Budget
 - **David McCardle made a motion to make the following changes to the FY22 CDO budget – increase accounting expenses to \$6,500.00 from \$5,500.00 and decrease maintenance and repair to \$2,500.00 from \$3,500.00. Seconded by Robert Luchetti. Motion passed.**
- Statement of Review of EAP – Upper Grave Creek
 - **Robert Luchetti made a motion to table the approval signature of the statements of review for the Upper Grave Creek sites until the emergency action plans have been updated to reflect errors found. Seconded by David McCardle. Motion passed.**

New Business

- Statement of Review of EAP – Wheeling Creek #7
 - **David McCardle made a motion to approve the statement of review for Wheeling Creek #7 as presented. Seconded by Amy Wade. Motion passed.**
- Bailey & Wyant, PLLC Invoice Approval for Payment
 - **David McCardle made a motion to approve payment to Baily & Wyant, PLLC in the amount of \$6,060.00 for legal services to date for Wheeling Creek #3 repairs from the NPCD general fund and to seek reimbursement from the Tygarts Valley CD. Seconded by Chuck Glenn. Motion passed.**
- WVACD April Quarterly Meeting Reservations
 - Each supervisor received the request for reservations to be made for the WVACD April quarterly meeting.
- NPCD/UOCD Grant Employee Resumes
 - As of March 11, 48 resumes have been received for the NPCD/UOCD grant employee through NRCS for a soil conservationist. The last day to submit a resume is March 15. A meeting will be held at Brooke Hills Park on Monday, March 22 at 10:00 a.m. to review the resumes.
- Letter to Request Local Legislatures to Support 2021 Farm Bill (HB2633/SB357)
 - A letter to support 2021 Farm Bill (HB2633/SB357) has been drafted to local legislature and will be signed by all supervisors.
- Letter of Request
 - \$10,000.00 – 2020 Contribution OMR City of Weirton
 - **Amy Wade made a motion to sign and submit the LOR for the 2020 contribution for OMR City of Weirton. Seconded by David McCardle. Motion passed.**
- New Conservation Agreement
 - Frederick Miller/Hancock County
 - **David McCardle made a motion to approve the conservation agreement for Frederick Miller. Seconded by Chuck Glenn. Motion passed.**

- AgEP
 - Payments

Name	Practice	Amount	Cost Share
Eric Freeland	Urban Ag		\$250.00

David McCardle made a motion to pay E. Freeland for his completed AgEP practice. Seconded by Chuck Glenn. Motion passed.

- Additional Round for FY21 – Applications will be accepted for urban ag, lime, fence, and fertilizer beginning March 15 to March 26. Approval will be April 8. All practices are to be completed by the June 1, 2021 deadline.
- **David McCardle made a motion to approve fence cost share modifications for FY22 as follows - 4 strand or more barbed wire/high tensile with post to be no more than 25 ft apart - cost share rate to be 1.75/ft. Less than 4 strand barbed wire/high tensile with post to be no more than 40 ft apart – cost share rate to be 1.50/ft. Seconded by Chuck Glenn. Motion passed.**
- Jenn Kile reported that there has been a lot of interest in the seed program.

Correspondence

- David McCardle, Secretary/Treasurer, reviewed the following correspondence – 1) An email from WVACD Envirothon chairman for Envirothon 2021 assistance. **Amy Wade made a motion to sponsor the 5th place Envirothon team in the amount of \$1,250.00 if it is not already sponsored. Seconded by David McCardle. Motion passed.**

NEXT MEETING –The next meeting will be held on Thursday, April 8, 2021 at 10:00 a.m. **at Brooke Hills Park, Wellsburg.**

There being no further business, the meeting was adjourned at 1:30 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson