

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
May 13, 2021
10:00 a.m.

Supervisors Present

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

Supervisors Absent

Britney Hervey-Farris, Brooke County

Associate Supervisors Present

H. Louis Winters, Ohio County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS – via telephone

Chairman Mark Fitzsimmons called the meeting to order on Thursday, May 13, 2021 at 10:10 a.m. at the USDA Service Center garage in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

Robert Luchetti made a motion to approve the minutes of the April 2021 board meeting and the April 22, 2021 special meeting as presented. Seconded by Jim Anderson. Motion passed.

Financial Report

Bob Straub was unable to attend the meeting. The April NPCD financials will be reviewed at the June meeting.

David McCardle attended a meeting Upper Grave Creek site #4 at 9:30 am and was late arriving to the meeting. He will review the April co-administered funds at the June meeting.

Reports

- District Crew
 - Mark Fitzsimmons requested that Harry Aston be included in the monthly board meeting notices to attend the meeting to be able to give a report. Mark and Harry are working on an amount to present to the WVCA for the cost of burning debris at Wheeling Creek #3.

- Farm Service Agency (FSA) – No report

- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA)
 - Supervisors reviewed the written report made available by Kim Fisher.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC) – No report
- Administrative Specialist
 - Veronica Gibson reported the following:
 - The FY21 AUP was completed.
 - Pricing for sales of the new spring box materials purchased has not been determined. Research needs to be done to find out the cost of the materials to the district.
 - A copy of the 7-1-3U agreement between the Hancock County Commission and the WVCA was shared with the board. The board would like to have more information regarding these agreements.
- Visitors
 - H. Louis Winters reported that Wheeling Park High School is starting an ag program.
- Committee Reports
 - Education Committee
 - Mark Fitzsimmons reported the following:
 - Hands on Ag Day is scheduled for September 16 and 17. Katie Fitzsimmons will contact the Marshall County Fairgrounds to confirm the dates.
 - An interactive TV will be requested from the NP RC&D after July 1. This will be used for education programs including Hands on Ag Day.
 - Planning for programs such as field days and adult education programs need to begin.
 - High Tunnel Committee
 - Amy Wade reported the following:
 - Amy posted a video to the NPCD Facebook page of the irrigation system of her own high tunnel. A photo of the strawberries in the NPCD high tunnel were also posted by Britney Hervey-Farris. Mark Fitzsimmons asked Amy to contact Yoder’s Produce for a price for a netting and installation to cover the high tunnel to protect it from birds and small animals.
 - Building Committee
 - Jim Anderson asked if all the ceiling lights in the building have been replaced to LED lights. They have not been changed.

- Legislative Committee
 - Amy Wade reported the following:
 - Mike Brown, NACD, would like to look at the state law and update it. A committee is being set up. A representative or two needs to attend the NACD meetings.
- Equipment Committee
 - Chuck Glenn stated that the board should discuss the purchase of a new spreader as talked about previously.
 - Mark Fitzsimmons stated that the 07 spreader needs to be advertised for bids as decided in the past. Also, the cricket spreader has been repaired.
- WVACD Quarterly Meeting Reports
 - Jim Anderson reported the following:
 - Area meetings will begin again in July. Our district is in the west area with Bob Buchanan in charge of the meetings. The first meeting will be held July 29. A quarterly meeting will be held before the WVACD quarterly meeting.
 - The WVACD is hiring an Executive Director. The funding for the position has come from NRCS.
 - The Appalachian Grazing Conference will be held the second week of March in 2022.
 - A conservation day dinner will be held on January 31, 2022, the night before Ag Day at the capitol.
 - Pictures of scholarship auction items need to be submitted by the July quarterly meeting.
 - Joe Gumm received the NACD Distinguished Service Award.
 - Chuck Glenn reported the following:
 - Supervisors voiced concerns regarding district minutes not getting posted to the district webpage.
 - There was much discussion regarding the chestnut tree program.

Old Business

- Wheeling Creek #3 - Updates
 - The bid opening for the repairs at Wheeling Creek site #3 will be held on May 21 at 2:00 pm at the USDA Service Center garage.
- Statement of Review of EAP – Upper Grave Creek
 - The updated emergency action plans were submitted and reviewed. **Jim Anderson made a motion to sign and submit the statement of review for the EAP for all Upper Grave Creek sites. Seconded by Robert Luchetti. Motion passed.** Amy Wade abstained from the vote.
- NPCD/UOCD Grant Employee
 - The new NPCD/UOCD NRCS grant employee will begin work on May 17.
- Soil Tester Applications
 - **Robert Luchetti made a motion to hire Ben Wade for the soil tester position. Seconded by Chuck Glenn. Motion passed.** Amy Wade abstained from the vote.

New Business

- Promotional Items/Ohio County Country Fair
 - Amy Wade spoke about the wheel that is used at the state fair booth. She would like to borrow it and use it at the Ohio County Country Fair. It was discussed to purchase new promotional items. A budget of \$2,000 was approved at a previous meeting. Items discussed included rain gauges, soil thermometers, feed scoop. Mark Fitzsimmons appointed Amy Wade, Katie Fitzsimmons, and Veronica Gibson to a committee to purchase these items.
 - The Wheeling Middle School is holding a summer gardening program. This will ensure that the vegetables grown in their raised beds will be taken care of and will give an opportunity to teach urban agriculture. There was a request for pots for growing tomato plants. **Chuck Glenn made a motion to spend up to \$350 to purchase planters with our logo on them. The amount is to include shipping costs. Seconded by Jim Anderson. Motion passed.** These funds will come from the \$2,000 budget from the CDO fund.

 - Insurance/WV BRIM
 - Mark Fitzsimmons discussed the district insurance coverage regarding supervisors and bonding. A special meeting will be held on May 27 at 10:00 am at the USDA Service Center to discuss this topic. The current BRIM agent will be invited to the meeting to answer the questions the supervisors have.

 - Upper Grave Creek #4 - Easement
 - David McCardle attended the meeting with the WVCA and an engineer and reported on the plan of work to be completed.

 - District Farm Tour – May 20
 - The schedule for the district farm tour was reviewed. Directions will be given to all attendees and lunch will be provided.

 - FY22 District Plan of Work
 - The FY22 district plan of work planning meeting will be held at the special meeting scheduled for May 27 at 10:00am at the USDA Service Center in McMechen.

 - FY22 O&M Agreements
 - Signed FY22 O&M agreements were presented for signature from the following sponsors:
 - City of Cameron – Upper Grave Creek
 - Marshall County Commission – PA Dams
 - Marshall County Commission – Upper Grave Creek & Wheeling Creek
 - Wheeling Creek Watershed Commission – PA Dams
 - Wheeling Creek Watershed Commission – Wheeling Creek
 - City of Moundsville – Middle Grave Creek Channel
- David McCardle made a motion to sign the agreements for FY22 O&M for City of Cameron, Marshall County Commission (2), Wheeling Creek Watershed Commission (2), and the City of Moundsville. Seconded by Steve Paull. Motion passed.**

- Century Farm Awards
 - John Sencindiver emailed each district to ask if they need their century farm awards before October. The NPCD does not need their awards early.
- Shared Computer Files NPCD/WVCA
 - The district does not have an administrative employee currently. They are not interested in this service at this time.
- FOIA Request from WV Open the Books
 - An email was received from WV Open the books requesting salary information. Veronica Gibson was asked by the board to invite them to the office to review the files.
- Local Work Group Meeting
 - Two Local Work Group meetings will be held at the end of July. One in Brooke County and one in Marshall County. The date has not been determined. The meeting will be advertised with a RSVP request in the July NPCD newsletter and the Facebook page.
- New Conservation Agreement
 - Steve Haight/Marshall County/87 acres
Jim Anderson made a motion to approve the conservation agreement for S. Haight. Seconded by David McCardle. Motion passed.
- AgEP
 - FY22 AgEP Administrative Agreement
 - **Jim Anderson made a motion to approve the FY22 AgEP Administrative Agreement as presented. Seconded by David McCardle. Motion passed.**
 - Mark Fitzsimmons – Modification to Fence Contract
 - Mark Fitzsimmons’ AgEP contract modification has been approved by the WVCA. His fence will be installed in a different location.
 - Payments

Name	Practice	Amount	Cost Share
Richard Otte	Lime	24.67 tons	\$493.40
Carl Yoho	Lime	65.69 Tons	\$1,299.83
Sharon Ebbert	PD Fence	1241 Feet	\$2,171.75
Kari Maury	PD Fence	836 Feet	\$1,463.00
David Henderson	PF Fence	1508 Feet	\$2,600.00
Greg Knight	Lime	66.81 Tons	\$1,252.69
Timothy Hays	PD Fence	1400 feet	\$2,600.00
Robert Young	Lime	7.03 tons	\$137.01
Corey Sobota	Lime	21.4 tons	\$390.55

Jim Anderson made a motion to approve payments for completed practices for R. Otte, C. Yoho, S. Ebbert, K. Maury, D. Henderson, G. Knight, T. Hays, R. Young, and C. Sobota. Seconded by Steve Paull. Motion passed.

Correspondence

- David McCardle, Secretary/Treasurer, reviewed the following correspondence – 1)
A thank you card for the purchase of a ham at the ham, bacon, and egg sale.

NEXT MEETING -The next meeting will be held on Thursday, June 10, 2021 at 10:00 a.m. **at the USDA Service Center in McMechen in the garage.**

There being no further business, the meeting was adjourned at 1:40 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson