

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING

**July 8, 2021**  
**10:00 a.m.**

**Supervisors Present**

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

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
David Shipman, Soil Technician, NRCS  
Kevin Paul, NRCS  
Logan Marino, Soil Conservationist, NPCD/NRCS  
Brent Lyons, Forester, WV DOF  
Harry Aston, NPCD Work Crew  
Bob Straub, CPA, Hartley & Straub  
Eric Jack, Insurance Agent, Farm Family Insurance

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 8, 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**

**David McCardle made a motion to approve the June 2021 board meeting minutes and the minutes of the June 24, 2021, special meeting as presented. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

- Bob Straub reviewed the financials for June 2021. **Robert Luchetti made a motion to approve the June 2021 financials as presented and file for audit. Seconded by David McCardle. Motion passed.**
- A new treasurer, Chuck Glenn, was elected last month to begin July 1, 2021. He will review the June 2021 co-administered funds with David McCardle and Veronica Gibson and report on them at the August board meeting.

## Reports

- District Crew – Harry Aston reported the following:
  - He has mowed Wheeling Creek #3, #23, and #25 but has not weed eaten. He will mow Wheeling Creek #7 and #18 next and complete all weed eating at the Wheeling Creek dams. He is hoping to be finished within two weeks. He will start on the Upper Grave Creek dams when Wheeling Creek dams are complete.
  - The skid steer is still throwing an error code but will work if he shuts it off and restarts it so at this time he is using the skid steer. Knight's Farm Supply is aware that a repair needs made but have been unable to determine the cause.
  - It was decided that Harry will text Veronica every Monday morning to report where he will be working for that week. Veronica will contact the office so Harry's location can be kept track of on the employee white board.
  
- Farm Service Agency (FSA) – No report
  
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report for 06/09/2021 to 07/06/2021. The report will be filed with the minutes.
  
- WV Conservation Agency (WVCA)
  - A copy of the monthly report was reviewed by the board members. The report will be filed with the minutes.
  
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report. The report will be filed with the minutes.
  - Logan Marino reviewed a written report. The report will be filed with the minutes.
  
- Wheeling Creek Watershed Commission (WCWC)
  - The next Wheeling Creek Watershed Commission meeting will be held on July 15, 2021.
  
- Administrative Specialist – No report
  
- Soil Tester
  - A copy of the monthly report was reviewed by the board members. The report will be filed with the minutes.
  
- Visitors - None
  
- Committee Reports
  - Education Committee
    - Mark Fitzsimmons reported the following:
      - He has not heard back from Mr. Davis regarding the TV's to be used for education programs.
      - Set up for Hands on Ag Day is September 15 and the event is September 16 and 17 at the Marshall County Fairgrounds.

- High Tunnel Committee
  - Britney Hervey-Farris reported the following:
    - The strawberries can be pulled from the high tunnel. Lewis Jett is running a program for green peppers planted in high tunnels in the fall. Britney can get peppers from him. They should be planted in late July or early August. Britney will contact Lewis regarding the program.
- Building Committee
  - Jim Anderson reported the following:
    - He suggested installing insulation in the ceiling of the new garage addition in case of meeting into the winter.
- Legislative Committee
  - Amy Wade reported the following:
    - The state legislative committee will meet the Sunday evening prior to the WVACD quarterly meeting.
- Equipment Committee
  - David McCardle reported the following:
    - James Weeks, cooperater, has the aerator and would like to keep it longer if there is nobody waiting for it. James said the tires on the aerator are getting dry rotted, the hydraulic hoses are cracked, leaks in hydraulic connections, and the left side of the water tank drips.

### **Old Business**

- Wheeling Creek #3 – Updates
  - Mark Fitzsimmons reported that the NPCD attorney has not submitted any paperwork to the TVCD insurance company.
- FY22 Ohio County Commission Agreement
  - The agreement was sent to the NPCD attorney for review.
- Wheeling Creek EAPs – Statement of Review
  - After reviewing, several corrections that need to be made were found. Kim Neal, WVCA, sent an email that the corrected EAP's would be ready for the August board meeting. **David McCardle made a motion to table the review/approval of the Wheeling Creek EAPs until they are received with the corrections requested. Seconded by Robert Luchetti. Motion passed.**

### **New Business**

- BRIM/Insurance Review
  - Eric Jack, Insurance Agent, Farm Family Insurance, attended the meeting to discuss and answer questions regarding the current building insurance policy and the BRIM policy. The following was discussed:
    - The NPCD currently pays the insurance policy to Farm Family Insurance that covers the property, contents, and liability. The deed for the property has been transferred to the NPCD Foundation, therefore the NPCD Foundation needs to carry the insurance for the property and liability. The NPCD can continue to carry the insurance for the contents. Eric will create a new policy for the NPCD Foundation to cover the property and liability.

- There was a discussion regarding the BRIM policy. Eric is not our agent for this policy. He was only able to answer general questions regarding this policy such as Directors and Officers Errors and Omissions coverage. **David McCardle made a motion to appoint Eric Jack of Farm Family Insurance as the NPCD agent of record for the BRIM policy. Seconded by Amy Wade. Motion passed.** Mark Fitzsimmons will sign a document from Farm Family Insurance that will allow Eric Jack to be the NPCD agent of record for the NPCD BRIM policy. This will allow Eric to look further into the policy and answer more board member questions regarding coverages.
    - There was a discussion regarding public official's liability coverage. Eric informed the board that each supervisor would have to be covered individually not as a group. Britney Hervey-Farris will complete a form with Eric in order to find out the cost of the coverage for each supervisor. There was a question from the board regarding if the NPCD could pay for this coverage for each supervisor? More will need to be found out about that.
    - Eric explained the difference between bonding and liability coverage. He feels the bonding of supervisor should be covered in the BRIM policy. He will research it after he is appointed the agent of record for the policy.
- Promotional Items for Education
  - **David McCardle made a motion to spend up to \$1,000 for promotional items to include fence tighteners, hitch pins, and soil meters. Seconded by Chuck Glenn. Motion passed.**
- NPCD Committee Appointments
  - Mark Fitzsimmons appointed committee members for the 2021-2022 year. The updated committee appointment listing will be filed with the minutes and a new listing will be forwarded to each member.
- Carroll Greene Nomination
  - David McCardle nominated Jim Anderson for the Carroll Greene award. Jim Anderson nominated Robert Luchetti. Robert Luchetti declined the nomination. Jim Anderson will be submitted to represent the NPCD for the Carroll Greene award.
- WVACD Honorary Member at Large
  - After a discussion it was decided to nominate Susan Smith of Ohio County for the WVACD Member at Large award.
- WVACD Lifetime Honorary Member
  - After a discussion it was decided to nominate Ron Moore for the WVACD Lifetime Honorary Member award.
- FY20 Draft Agreed Upon Procedure Report
  - **David McCardle made a motion to accept the FY20 agreed upon procedure report as presented from Rod Lowe and Associates. Seconded by Robert Luchetti. Motion passed.**

- NPCD Auxiliary Scholarship
  - Two applications were received for the NPCD auxiliary scholarship. Neither met the requirements for the award. One applicant did not have the 56 college credit hours required and the other applicant did not properly send an official college transcript. **Amy Wade made a motion to send an email to the student that did not properly send the college transcript to explain to her why she did not qualify and to encourage her to apply again next year. Seconded by Robert Luchetti. Motion passed.**
  
- Letters of Request
  - \$37,775.00 – FY22 1<sup>st</sup> Qtr District Support
  - \$20,045.00 – FY22 2<sup>nd</sup> Qtr District Support
  - \$20,044.00 – FY22 3<sup>rd</sup> Qtr District Support
  - \$14,680.00 – FY22 4<sup>th</sup> Qtr District Support

**Robert Luchetti made a motion to sign and submit the letters of request for FY22 District Support. Seconded by Steve Paull. Motion passed.**
  
- New Conservation Agreements
  - Joseph Pettini/Brooke County/140 acres
  - Peyton Bertram/Marshall County

**David McCardle made a motion to accept and approve J. Pettini and P. Bertram as new cooperators. Seconded by Robert Luchetti. Motion passed.**
  
- AgEP
  - **Robert Luchetti made a motion to extend the ranking period of the current applications received for AgEP to July 16. Seconded by Chuck Glenn. Motion passed.** The applications will be reviewed on July 22 at 9:00am.

**Correspondence**

- Amy Wade, Secretary, reviewed the following correspondence – 1) An email from Wayne McKeever regarding the search to hire a WVACD Executive Director. The job listing was included.

**NEXT MEETING** –The next meeting will be held on Thursday, July 22, 2021, at 9:00 a.m. and 10:00 a.m. at the USDA Service Center in McMechen in the garage.

The next board meeting will be held on Thursday, August 12, 2021, at 10:00am at the USDA Service Center in McMechen in the garage.

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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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**