

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
January 6, 2022
5:30 p.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman – via teleconference
Chuck Glenn, Hancock County – Treasurer
Steve Paull, Brooke County
Britney Hervey-Farris, Brooke County – via teleconference
Amy Wade, Ohio County – Secretary – via teleconference
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 – via teleconference
Kim Fisher, District Operations Manager, WVCA – via teleconference
Katie Fitzsimmons, District Conservationist, NRCS
Logan Marion, Soil Conservationist, NRCS/NPCD
Kevin Paul, NRCS – via teleconference
Brent Lyons, Forester, WVDOF – via teleconference
Heather Duncan, Executive Director, WVACD – via teleconference
Harry Aston, Work Crew, NPCD

Chairman Mark Fitzsimmons called the meeting to order on Thursday, January 6, 2022, at 5:30 p.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **David McCardle made a motion to approve the December 2021 board meeting minutes as presented. Seconded by Steve Paull. Motion passed.**

Financial Report

- November 2021 – Chuck Glenn reviewed the co-administered funds financials for November 2021 and approved. The accountant was not present to review the district financials for November 2021.
December 2021 – Bank statements were not received from the bank prior to the board meeting. The December 2021 financials will be reviewed at the February 2022 board meeting.

Reports

- District Crew
 - Harry Aston reported that he has finished mowing the PA dams. The Ventrac is running well, and the skid steer has been repaired. District equipment will be maintained over the winter.

- David McCardle asked Harry why so many belts have been purchased for the Ventrac. Harry said that due to the way the Ventrac runs and heavy vegetation, that belts are broken easily.
- Farm Service Agency (FSA)
 - No report.
- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report. Additionally, a fire occurred on Dry Ridge. The report will be filed with the minutes.
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed a written report. She requested the board include the purchase of new video conferencing equipment and the district personnel plan on their February agenda. The report will be filed with the minutes.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. The USDA Service Center is at 25% capacity due to current Covid cases. No visitors are allowed in the building. John Marshall High School proposed a cost of the bird boxes at \$8.80 each to build. This includes materials. The bird boxes will be sold to cooperators and NRCS program participants. Logan Marino reviewed his written report and submitted a notice to the board of his last day of work which will be January 27. He has accepted a job with PA NRCS. The reports will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting will be January 20.
- Administrative Specialist
 - Veronica Gibson informed the board of the change of the IRS mileage rate to .585 cents per mile. Supervisor travel forms have been updated and will be distributed to supervisors. Veronica is working on a bio for Charles Pugh to be shared at the January WVACD quarterly meeting.
- Visitors
 - Heather Duncan reviewed a written report that will be filed with the minutes. She reviewed the WVACD quarterly meeting schedule and the Legislative Day schedule.
- Committee Reports
 - Education Committee
 - Mark Fitzsimmons reviewed the dates of the WV Envirothon – April 21 – 22 at Cacapon State Park. A spring training will be needed if any teams register that represent the NPCD. The WVACD quarterly meeting is April 18 – 19 at Cacapon State Park. The National NACD meeting wants a WV gift basket. The value should be up to \$500 total. The district needs to submit an item that represents the northern panhandle. An education committee meeting is needed to discuss the possibility of having Hands on Ag Day in the spring.

- High Tunnel Committee
 - Katie Fitzsimmons reported that the shade cloth has been removed, and she and David Shipman are working on a planting schedule.
- Building Committee
 - The porch lights are still not working and a ballast needs replaced in the front hallway. Visitors are not allowed in the building at this time. The repairs will have to wait.
- Legislative Committee
 - Amy Wade reported that she has sent emails to the legislatures that represent the Allen family to invite them to Conservation Day at the Capitol. Veronica Gibson will reserve rooms for the Allen family, Amy Wade, and Mark Fitzsimmons for the Conservation Day.
- Equipment Committee
 - No report.
- O&M Committee
 - Amy Wade reported that there were ten people at the December 17 O&M monitor training that was held at Wheeling Creek #3. Ed Martin conducted the training.

Old Business

- Wheeling Creek #3 – Updates
 - Mark Fitzsimmons reported on the status of the ongoing legal matter. There has been a delay at the attorney’s office due to a death and Covid. A letter will be sent to the TVCD and their insurance company requesting a response by January 30.
- FY22 Ohio County Commission Agreement
 - Update agreement not received.
- American Insurance Agency Review
 - Eric Jack was unable to attend the meeting.
- Legislative Day
 - Topic was covered by Heather Duncan as a visitor and during committee reports.
- Solid Waste Authority (SWA) Appointment – Ohio County
 - Amy Wade rejected the appointment to the Ohio County SWA. The district will continue to work to find a replacement for Robert Luchetti.

New Business

- Supervisor Terms 2022
 - The following supervisors’ terms will end June 30, 2022:
 - Robert Luchetti – Ohio County – Will not seek re-election
 - Britney Hervey-Farris – Brooke County – Will not seek re-election
 - Steve Paull – Brooke County – Undecided
 - Mark Fitzsimmons – Marshall County – Will seek re-election
 - Jim Anderson – Hancock County - Undecided

- 2022 Century Farm Applications
 - Applications are due to the district by February 1.
 - One application has been received from Vaunnie Brown – Hancock County and will be submitted.
 - The Century Farm Program will be posted on Facebook.

- WVACD January Quarterly Meeting Proxy
 - Jim Anderson is unable to attend the January WVACD Quarterly meeting and has requested that Chuck Glenn be appointed as his proxy. The proxy letter will be sent to Jim Foster and Heather Duncan.

- AgEP
 - State AgEP Committee District Appointees
 - First appointee is Mark Fitzsimmons. Second appointee is David McCardle. A third appointee has not been appointed at this time.
 - Payment

Name	Practice	Amount	Cost Share
William Childers	Heavy Use Area	1500 sq. ft	\$1,980.00
David Francis	Lime	108.15 tons	\$2,035.92
Ebbie Schuetz	Lime	25 tons	\$500.00

Robert Luchetti made a motion to approve payments for the completed practices for W. Childers, D. Francis, and E. Schuetz as presented. Seconded by Chuck Glenn. Motion passed.

- Packets were distributed for the upcoming AgEP meeting to be held January 13, 5:00 p.m. at the USDA Service Center in McMechen.

Correspondence

- None.

NEXT MEETING -The next board meeting will be held on **Thursday, February 10, 2022, location and time to be determined.**

There being no further business, the meeting was adjourned at 6:55 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson