

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**April 14, 2022**  
**10:00 a.m.**

**Supervisors Present**

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

**Supervisors Absent**

Britney Hervey-Farris, Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Kim Fisher, District Operations Manager, WVCA – via teleconference  
Gene Saurborn, Director of Watershed Projects, WVCA  
Don Whetzel, Watershed Manager - East, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Kevin Paul, NRCS  
Brent Lyons, Forester, WV DOF  
Abby Geho, District Administrator, NPCD  
Harry Aston, Crew, NPCD  
Heather Duncan, executive Director, WVACD – via telephone  
Bob Straub, CPA  
Robert Luchetti, Jr. – Ohio County District Supervisor Candidate

Chairman Mark Fitzsimmons called the meeting to order on Thursday, April 14, 2022, at 10:00 a.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 March 2022 board meeting minutes, March 22, 2022, special meeting minutes with a correction of Steve Paull not in attendance, and the March 25, 2022, meeting minutes. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

- Bob Straub reviewed the NPCD financials for March 2022.
- Chuck Glenn reviewed the NPCD co-administered funds for March 2022.

## Reports

- District Crew
  - Harry Aston reported that all equipment will be ready for mowing. Harmon Creek #2 is high. It may be clogged.
- Farm Service Agency (FSA)
  - Katie Fitzsimmons reviewed current FSA programs.
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report. It will be filed with the minutes.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed a written report. It will be filed with the minutes.
  - May 11 is the return-to-work date for WVCA employees.
  - SB 264 has been signed by the governor. All districts need to review their district policy manuals to review length of terms.
  - District farm winners are due May 31.
  - Review EOI to be sure it is current.
- WV Association of Conservation Districts (WVACD)
  - Heather Duncan reviewed a written report. It will be filed with the minutes.
  - The upcoming quarterly meeting schedule was reviewed, and call-in information will be available.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
  - Jon Bourdon will visit the northern panhandle on July 25. Two farms will be visited.
- Wheeling Creek Watershed Commission (WCWC)
  - The next WCWC meeting is April 21.
- Administrative Specialist
  - No report.
- Visitors
  - Gene Saurborn introduced Don Whetzel. Don is the new watershed manager for the east.
- Committee Reports
  - Education Committee
    - The WV Envirothon is next week.
    - Amy Wade reported on the high tunnel field day that was held on April 8. Students removed the weeds, added new soil, and planted vegetables in the high tunnel.
  - High Tunnel Committee
    - No report.

- Building Committee
  - Water supply lines were replaced in the bathrooms and the sinks in the break room and the conference room. The lights were replaced in the ceiling of the porch.
- Legislative Committee
  - No report.
- Equipment Committee
  - Equipment rentals have begun by cooperators.
  - Chuck Glenn asked again about a purchase of a new no-till drill.
- O&M Committee
  - Gene Saurborn reported the following:
    - All work orders will be sent to the NPCD soon.
    - Harmon Creek needs to be mowed first. There is a lot of debris at Harmon Creek #1.
    - A meeting will be held on April 19 at 8:00 am at Upper Grave Creek #1 with Greg Galentine to review design. A potential job showing date will be established.
    - On April 25, NRCS will open the gate at Wheeling Creek #25.
    - Amy Wade asked Gene why the district is referred to so much in Wheeling Creek #3 contract.
- Supervisor Reports
  - Chuck Glenn reported that he has made a couple of contacts for the upcoming May 5 dinner.
  - David McCardle reported that he has one participant for the upcoming May 5 dinner.
  - Steve Paull reported that he may have one prospect for the upcoming May 5 dinner.
  - Mark Fitzsimmons reported on the West Area meeting.

### Old Business

- Wheeling Creek #3 – Updates
  - There was a discussion regarding the original O&M agreement with the Wheeling Creek Watershed Commission.
  - Gene Saurborn reviewed the upcoming contract schedule.
- American Insurance Agency Review
  - Eric Jack did not attend the meeting.
- NPCD Employee Hire
  - It was decided that Abby Geho would report to Veronica Gibson for operational direction.
  - **Chuck Glenn made a motion to approve a half hour paid lunch for Abby Geho. Seconded by Robert Luchetti. Motion passed.**
- NRCS Grant Employee Hire
  - A letter was sent to Jon Bourdon regarding extension of the current grant and additional funds. A reply has not been received.

- Conservation Farm Contest
  - Each county farm will be visited on May 19.
    - Hancock County – Mildred Allison
    - Brooke County – Allen DeGarmo
    - Ohio County – NA
    - Marshall County – NA
- Local Work Group Meeting
  - April 25, 6:30 pm, The Barn, Moundsville
  - April 27, 6:30 pm, Brooke Hills Park, Wellsburg
- Cooperator/Underserved Dinner
  - A dinner will be held on May 5 at 6:00 pm to educate new and underserved cooperators regarding USDA programs. Each supervisor will invite two people and invitations will be sent to new cooperators that have been approved in the last two years and to county commissioners. RSVPs are due by April 25.
- NPCD Credit Card
  - After a discussion, it was decided to get a district credit card for Abby Geho.
- Soil Tester
  - Applications for a soil tester are due April 29. One resume has been received and reviewed. **Robert Luchetti made a motion to hire the applicant of the resume received if no other applications are comparable. Seconded by Cuck Glenn. Motion passed.**
- Wheeling Country Day School Letter of Support
  - Britney Hervey-Farris requested this agenda item and was unable to attend.

### New Business

- Supervisor Training
  - The supervisors watched the next training video.
- Harmon Creek Debris Removal Contract
  - Gene Sauborn spoke about an upcoming contract for Harmon Creek debris removal and disposal. The estimated cost is \$35,000.00. **Robert Luchetti made a motion to approve the contract for the Harmon Creek debris removal and disposal. Seconded by Amy Wade. Motion passed.**
- Jr. Conservation Camp Sponsorship
  - **Jim Anderson made a motion to sponsor eight campers for the Jr. Conservation Camp. Seconded by Robert Luchetti. Motion passed.**
- Close Outdoor Classroom Account
  - **David McCardle made a motion to close the Outdoor Classroom account and deposit it to the CDO-Conservation Education account. Seconded by Steve Paull. Motion passed.**

- Envirothon Sponsorship
  - **Jim Anderson made a motion to sponsor the fifth-place award for the Envirothon in the amount of \$1,250.00. Seconded by Chuck Glenn. Motion passed.**
- Associate Supervisor – Robert Luchetti, Jr.
  - **Chuck Glenn made a motion to appoint Robert Luchetti, Jr. as an associate supervisor retroactive to his first meeting. Seconded by Jim Anderson. Motion passed. Robert Luchetti abstained from the vote.**
- WCWC Proxy, April 21 Meeting
  - David McCardle was appointed as a proxy for Jim Anderson for the April 21 WCWC meeting. Amy Wade was appointed as the proxy for Robert Luchetti for the April 21 WCWC meeting if needed.
- Purchase Pallet Fork for Skid Steer
  - **Robert Luchetti made a motion to purchase a pallet fork for the skid steer and pay for it from the Equipment Replacement account. Seconded by Steve Paull. Motion passed.**
- Add Skid Steer and Operator to Equipment Rental List
  - **Jim Anderson made a motion to rent the skid steer with brush mower and our operator at a rate of \$100.00 per operational hour, \$25.00 per operator hour including travel time, and \$2.00 per mile for travel upon availability and approval. Seconded by Chuck Glenn. Motion passed.**
- Poster Judging
  - The posters received for the contest will be judged following the meeting.
- AgEP
  - FY23 AgEP Exigency Program
    - Document not available for review.

**Correspondence**

- Secretary Amy Wade reviewed the following correspondence – 1) A copy of a letter from Don Dodd, NRCS Water Resources Planning Specialist, regarding funding received to prepare a preliminary investigation feasibility report (PIFR) for Harmon Creek Watershed and Upper Grave Creek Watershed. 2) A letter from Randy Sanders, State Pageant Director for Miss Teen USA WV, requesting sponsorship for Miss Marshall County Teen USA.

**NEXT MEETING** –The next board meeting will be held on Thursday, May 12, 2022, USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 1:35 p.m.

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**Mark Fitzsimmons, Chairman**  
**Minutes submitted by Veronica Gibson**

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**Amy Wade, Secretary**