

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
July 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, Jr., Ohio County
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County, Chairman

Others Present

Veronica Gibson, Administrative Specialist, WVCA – via teleconference
Jenn Kile, Conservation Specialist, WVCA
Don Whetzel, Watershed Manager, WVCA
Mike Scherpenberg, Watershed Technician, WVCA
Jim Roy, Watershed Technician, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Conservation Technician, NRCS
Kevin Paul, NRCS
Abby Geho, District Administrator, NPCD
Josie Scott – NPCD Soil Tester
Harry Aston, NPCD Crew
Bob Straub, CPA
Eric Jack, American National Insurance Agent

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

- **Jim Anderson made a motion to approve the June 2022 board meeting minutes and the July 6, 2022, special meeting minutes as presented. Seconded by David McCardle. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for June 2022 and included all totals for the FY22.
- Chuck Glenn reviewed the May 2022 and June 2022 co-administered funds financials.
- **David McCardle made a motion to file the financials for audit. Seconded by Chuck Glenn. Motion passed.**

Reports

- District Crew (NPCD)
 - Harry Aston reported that mowing at Harmon Creek dams is not complete. He will finish Harmon Creek the week of July 25. The Ventrac mower is broken. The parts have been ordered and Harry will repair it next week. The skid steer is repaired and is in working order. The truck has been inspected and the registration is current. Harry will work on the water lines in the outside raised beds today.

- Farm Service Agency (FSA) – No report

- WV Division of Forestry (WVDOF) – No report

- WV Conservation Agency (WVCA)
 - A WVCA monthly report was provided and reviewed. It will be filed with the minutes. There was a discussion regarding the Brooke County supervisor vacancy. An ad has been placed in the paper. No applications have been received.

- WV Association of Conservation Districts (WVACD)
 - A WVACD monthly report was provided and reviewed. It will be filed with the minutes. Mark Fitzsimmons, Amy Wade, Jim Anderson, and Robert Luchetti, Jr. plan to attend the quarterly meeting.

- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
 - The office is required to wear masks this week. An update will be received on Friday to determine the status for next week.
 - Eric Freeland's and Skip Hopkins' farm will be visited on July 25. Lunch will be provided at the office. All are invited to attend the farm visits.
 - The upcoming Hands-on Ag Day was discussed. There are some vacant presenter spots that were discussed.

- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting is July 21.

- Administrative Specialist (WVCA)
 - Veronica Gibson asked the board if they would like to have new bank signature cards signed now or wait until the Brooke County position is filled. It was decided to wait until the open position is filled.

- District Administrator (NPCD)
 - Abby Geho has completed the Conservation Education book to be judged at the WVACD quarterly meeting.

- Soil Tester (NPCD)
 - Josie Scott reported that she has had 41 farm visits and completed 191 soil tests on 1,050 acres.

- Visitors
 - Don Whetzel asked the board to make a motion to allow the WVCA to advertise a job showing for bids for Upper Grave Creek #3 trash rack installation. **Jim Anderson made a motion to allow the WVCA to advertise for a job showing for bids for Upper Grave Creek #6, #8, and #9 trash rack installation. Seconded by Chuck Glenn. Motion passed.**
 - Mike Scherpenberg reported that work on Upper Grave Creek #1 improvements have not started. A signature is needed from the city of Cameron for the agreement between the NPCD, the WVCA, and the city of Cameron (Agreement #1437-00). The city of Cameron is meeting on July 18.
 - David McCardle asked if there is anything new regarding the long wall mining under Upper Grave Creek. Mike said there is nothing new to report.

- Committee Reports
 - Education Committee
 - Katie Fitzsimmons discussed the upcoming Hands-on Ag Day during her NRCS report.
 - High Tunnel Committee
 - Abby Geho reported that the total harvest since May has totaled 144 pounds. A detail report will be filed with the minutes.
 - There was a discussion to install fencing around the raised beds which was previously approved at a past board meeting.
 - Building Committee
 - Jim Anderson received a bid for concrete in the open bays of the garage. The front of the bays needs leveled. The district has a pile of gravel that can be used to level the front of the bays. There was a discussion regarding the installation of a drain to the left side of the garage from the apron that will be installed in the front of the open bays. The bid received was from Jerry Gust Masonry & Concrete, Inc. in the amount of \$8,400.00 and did not include the installation of a drain. **Jim Anderson made a motion to accept the bid from Jerry Gust Masonry & Concrete, Inc. in the amount of \$8,400.00 with adjustments to price as needed for the installation of a drain. Seconded by David McCardle. Motion passed.**
 - Legislative Committee
 - No report
 - Equipment Committee
 - Abby Geho presented an equipment rental report for the supervisors to review. It will be filed with the minutes.
 - The weed wiper has been repaired.
 - King's no longer is a distributor for the tines for the aerator. David McCardle will use the aerator to see how bad the tines are. There was a discussion regarding the price to replace the tines and how much the aerator has been rented.
 - O&M Committee
 - No report

- Supervisor Reports
 - Jim Anderson – The next grazing conference meeting is Thursday, and he is unable to attend. Mark will try to attend.

Old Business

- Wheeling Creek #3 – Updates
 - The job showing has been held.

- American Insurance Agency Review
 - Eric Jack attended the meeting. Veronica and Mark informed Eric of the problems that occurred when Veronica needed proof of insurance for the district truck. The certificate of liability only shows liability coverage. Eric reviewed the certificate that was received and does not feel that the information that the district received is correct. He will look into it.
 - The board requested a written list of coverages. Eric said he will send it by the beginning of next week.
 - There was a discussion regarding supervisors covered by the BRIM policy and the coverage of the director's errors and omissions. The question was asked to Eric if the supervisors need to purchase additional insurance on their own for extra coverage. Eric said he would not recommend it.
 - Amy Wade asked if coverage was needed for donated food from the garden. Eric said that is covered by the BRIM policy.
 - Jim Anderson asked if the building insurance has been transferred to the NPCD Foundation as requested. Eric said it was done two months ago. The NPCD Foundation has not received a bill for this. Eric said he will check into it.

- NRCS Grant Employee Hire
 - There has been nothing new to report. The board asked for this item be removed from the agenda.

- Cement Open Bays in Garage
 - Discussed under committee reports.

- Supervisor Training
 - The supervisors will watch the supervisor training videos as time permits. The meeting was held in the garage.

- FY23 District Plan of Work
 - **Amy Wade made a motion to approve the FY23 District Plan of Work as presented. Seconded by Jim Anderson. Motion passed.**

- FY21 AUP/Audit Review Draft
 - **Jim Anderson made a motion to accept the FY21 AUP/Audit review as presented by Lowe & Associates, PLLC. Seconded by Chuck Glenn. Motion passed.**
 - Amy Wade made a suggestion to have the district treasurer sign all checks. The treasurer is Chuck Glenn. He lives a far distance from the office and checks are signed at least once a week. She suggested mailing them to him or sending them as overnight mail and Chuck send them back as overnight mail due to the concern of invoice due dates. The cost would be at least \$60.00 per week.

New Business

- 2022-06-27 OMR NPCD Harmon Creek Debris Removal Bid
 - Don Whetzel presented a bid from Vincent Excavating in the amount of \$28,500.00 for debris removal at the Harmon Creek dams. The bid is within reason of the estimate for work. **Amy Wade made a motion to approve the bid upon approval of WVCA contracting. Seconded by Jim Anderson. Motion passed.**
 - Wheeling Creek #3 Guardrail
 - Amy Wade received a call from Cody Long, the dam monitor for Wheeling Creek #3. Cody said there has been problems with side by sides going through the creek. Guardrail was taken down where the debris burn was done last year and has not been replaced. He is worried that the side by sides will start to use this area also. Amy visited the dam and saw that the guardrail has not been replaced when Tygarts Valley CD did work, and a car was down in this area. Harry will be told to put the guardrail back up.
 - USDA Lease Extension
 - An extension of the lease was received from USDA for the period of 12/31/2021 through 12/31/2024 with an amount of \$20.00 per square foot. **David McCardle made a motion to table the review of the USDA lease extension to research the cost of comparable rent in the area. Seconded by Chuck Glenn. Motion passed.** Mark Fitzsimmons appointed a committee to complete the research. The committee members are David McCardle, Jim Anderson, and Bob Straub.
 - Ohio County Country Fair
 - The district will participate at the Ohio County Country Fair which will be held on October 7- 9.
 - Ohio County Hands on Ag Day
 - The Ohio County WVU Extension office is holding a Hands-on Ag Day at the Ohio County Country Fair on October 7. The extension office has requested a presentation for soil health. NRCS and NPCD will work together for the event.
 - Forage Testing Lab
 - The district uses Skyview lab for forage test results. The lab has closed. Katie Fitzsimmons researched other labs and presented two options to the board. **David McCardle made a motion to use Dairy One lab for forage testing at a rate of \$33.00 per test with a cost share of one third of the cost (NPCD will pay \$22.00, and the cooperator will pay \$11.00). The cooperator may request additional testing at their expense. Seconded by Amy Wade. Motion passed.**
 - NPCD Committee Appointments
 - Mark Fitzsimmons appointed 2022-2023 committees. The committee list is included at the end of the minutes.
 - Carroll Greene Nomination
 - Jim Anderson was nominated by the district for the 2022 Carroll Greene award.
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- WVACD Honorary Member at Large
 - Jeff Allen was nominated by the district for the WVACD Honorary Member at Large award.
- WVACD Lifetime Honorary Member
 - Mark Fitzsimmons was nominated by the district for the WVACD Honorary Member award.
- WVACD Excellence in Conservation Communication Award
 - The NPCD will participate in the WVACD Excellence in Conservation Communication contest.
- WVACD Rookie Supervisor Award
 - Amy Wade was nominated by the district for the WVACD Rookie Supervisor award.
- NPCD Annual Banquet
 - The tentative date for the NPCD annual banquet is October 25. It was decided to look for a venue in Brooke and Hancock County. Veronica Gibson will look for a venue.
- FY23 O&M Agreement
 - City of Weirton – Harmon Creek Dams
 - **David McCardle made a motion to accept and sign the FY23 O&M agreement with the City of Weirton and the WVCA. Seconded by Chuck Glenn. Motion passed.**
- Letters of Request
 - \$1,500.00 – FY23 O&M Middle Grave Creek Channel
 - \$3,000.00 – FY23 O&M Upper Grave Creek
 - \$175,000.00 – Upper Grave Creek #1 Slip Repair State Supplemental
 - **Jim Anderson made a motion to approve the letters of request listed above. Seconded by David McCardle. Motion passed.**
- New Cooperator
 - Randy Chaplin/Marshall County/254 acres
 - Shirley Redd/Marshall County/101 acres
 - Robert & Antionette Shutler/Marshall County/78 acres
 - Frederic Ludovici/Hancock County/87 acres
 - **Jim Anderson made a motion to approve R. Chaplain, S. Redd, R. & A. Shutler, and F. Ludovici as new cooperators. Seconded by Steve Paull. Motion passed.**
- AgEP
 - Applications

Name	Practice	Amount	Cost Share	Ranking
Timothy Ryan	Lime	66.62 Tons/33.31 Acres	\$1,498.95	80
Randy Chaplin	Water System	1 system	\$2,000.00	100
Suzan Smith	Heavy Use Area	1500 sq. ft	\$ 1,980.00	125

Clement Frohnapfel	Invasive Species	36 acres	\$ 500.00	65
Shirley Redd	PD Fence	1305 ft	\$ 2,000.00	117
Lloyd Earnest	Water Excl. Fence	1500 ft	\$ 2,000.00	55
Steve Roth	Pollination	Nucs	\$200.00	95
Craig Knight	Urban Ag.	Raised Beds/Soil	\$ 750.00	80
Robert Shulter	Wood Excl. Fence	1153 ft	\$ 2,000.00	80
Jeffery Allen	Lime	36.20 tons/18.10 acres	\$ 814.50	51
Larry Richey	Water System	1 system	\$ 2,000.00	95
Jim Klug	PD Fence	1500 ft	\$ 2,000.00	110.5
Francis Blewitt	Pollination	1/4 ac/ Nucs	\$ 430.00	85
John Tominack	Wood Excl. Fence	1500 ft	\$ 2,000.00	70
William Parsons	Lime	46.3 tons/23.15 acres	\$1,041.75	51
Scott & Carolyn Harris	Water System	1 system	\$ 2,000.00	85
Julie & Donald Meredith	PD Fence	1500 ft	\$ 2,000.00	109.5
Eric Blend	Pollination	1/4 ac/ Nucs	\$ 430.00	85
Lewis Hopkins	Wood Excl. Fence	1500 ft	\$ 2,000.00	55
Barry Stahl	Water System	1 System	\$ 2,000.00	80
John Bierce II	PD Fence	1,100 ft	\$ 2,000.00	109
Thomas Gibson	Pollination	1/4 ac	\$ 200.00	45
Keith Mason	Wood Excl. Fence	900 ft	\$ 1,575.00	45
Francis Braden	Water System	1 system	\$ 2,000.00	70
Colleen Lucey	PD Fence	1920 Ft	\$ 2,000.00	105.5
Thomas Stenger	Wood Excl. Fence	1700 ft	\$ 2,000.00	40
John W. Miller	Water System	1 system	\$ 2,000.00	70
Robert Miller	PD Fence	900 ft	\$ 2,000.00	104
Thomas McCombs	Water System	1 System	\$ 2,000.00	60
Mark Fitzsimmons	PD Fence	1400 Ft	\$ 2,000.00	102.5
Tammy Clark	PD Fence	500 ft	\$ 1,185.00	101.5 (5-18)
Richard Gibson	PD Fence	1500 ft	\$ 2,000.00	101.5 (5/20)
Logan Toler	PD Fence	1500 ft	\$ 2,000.00	100
William Miller	PD Fence	1143 ft	\$ 2,000.00	99
Jerry Knight	PD Fence	1500 ft	\$ 2,000.00	98
Jason Nuzum	PD Fence	1600 ft	\$ 2,000.00	96
Henry Zeidler	PD Fence	1456 ft	\$ 2,000.00	64.5
David Brooks	PD Fence	370 ft	\$ 876.90	93
Anthony Geho	PD Fence	1000 ft	\$ 1,750.00	90
Total Applications Eligible for FY 23 Cost Share			\$ 63,232.10	

Approval letters were received from the WVCA for T. Gibson, M. Fitzsimmons, and A. Geho.

Jim Anderson made a motion to approve all AgEP applications, excluding T. Gibson, M. Fitzsimmons, and A. Geho, for the FY23 AgEP. (T. Gibson, M. Fitzsimmons, and A. Geho were approved by the WVCA.) The district will fund completed AgEP practices for FY23 if the AgEP funds are depleted. Seconded by David McCardle. Motion passed.

Correspondence

Secretary Amy Wade reviewed the following - 1) Two thank you cards from Conservation Camp participants that the district sponsored.

- Executive Session – Personnel
 - The board entered an executive session to discuss personnel issues at 2:05 p.m.
 - The board entered back to the board meeting at 2:50 p.m.
 - **A unanimous motion was made to increase the salary for Abby Geho by \$1.50 per hour retroactive to July 1, 2022.**
 - Water will be purchased by the district for the soil tester and the work crew. The soil tester and the work crew will be reimbursed for ice.

NEXT MEETING –The next board meeting will be held on Thursday, August 11, 2022, USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 3:00 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson

Northern Panhandle Conservation District 2022-2023 Committees

Equipment Committee (Rental Program)

David McCardle – Chairman
Chuck Glenn
Steve Paull
Robert Luchetti, Jr.
Abby Geho

Building Committee

Jim Anderson – Chairman
Robert Luchetti, Jr.
Amy Wade
Veronica Gibson
Abby Geho

Budget & Finance Committee

Chuck Glenn – Chairman
Jim Anderson
David McCardle
Amy Wade
Veronica Gibson

Operation & Maintenance Committee

Chuck Glenn – Chairman
Robert Luchetti, Jr.
David McCardle

High Tunnel & Garden Committee

Amy Wade – Chairman
David Shipman
Partners
Staff

Grassland Committee

Jim Anderson
Chuck Glenn
Jennifer Kile
Katie Fitzsimmons
David Shipman

Education, Awards, Legislative & Outreach Committee

All NPCD Supervisors
Partners
Staff

Agricultural Enhancement Committee

All NPCD Supervisors
Partners
Staff

Safety Committee

Robert Luchetti, Jr. – Chairman
David McCardle
Steve Paull

***Board Chairman sets on all committees**