

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING

March 8, 2017

10:30 a.m.

SUPERVISORS PRESENT:

Charles Pugh, Hancock County
Ed Huff, Hancock County
James Caldwell, Brooke County, Chairman
Steve Paull, Brooke County, Vice-Chairman
Robert Luchetti, Ohio County
Cele Duvall, Ohio County, Treasurer
David McCardle, Marshall County, Secretary
Mark Fitzsimmons, Marshall County

ASSOCIATE SUPERVISORS PRESENT:

Gary Dean, Marshall County
Betty Schafer, Marshall County

OTHERS PRESENT:

Veronica Gibson, District Manager, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Ed Hanson, Soil Technician, NRCS
Toni Reynolds, District Coordinator, NPCD
Brent Lyons, Forester, WVDOF

OTHERS PRESENT VIA VIDEO/TELE CONFERENCE:

Brian Farkas, Executive Director, WVCA
Kim Fisher, Area Director, WVCA
John Brown, Director of IT, WVCA
Ed Martin, Watershed Program Manager, WVCA

Chairman James Caldwell called the meeting to order on Wednesday, March 8, 2017 at 10:30 a.m. at the USDA Service Center in McMechen, WV.

Minutes:

Charles Pugh made a motion to approve the minutes of the February 2017 Board meeting as presented. Seconded by Ed Huff. Motion passed.

Financial Report:

Cele Duvall reviewed the financials for February 2017. Cele questioned the negative opening balance for the District funds. There was a discussion. They will be filed for audit.

OLD BUSINESS

Equipment:

- Lawn Mower – James Caldwell purchased the lawn mower as agreed upon at the December 2016 meeting from Kennedy Hardware. It will be delivered in the next week.

USDA Building Complex:

- Addition to Equipment Building – No bids have been received at this time.
- Internet – John Brown reported on internet service. An agreement has not been reached with Frontier. They want an installation fee of approximately \$17,000.00. At this time Veronica and Toni are using an AT&T MiFi for internet. It is working well and will be tested to see if it will hold the video conferencing. AT&T has a product coming out by the end of March that would allow networking when using a MiFi. John suggested using two MiFi's – one for Toni and Veronica and one for the video conferencing system. The cost would be around \$100.00 per month for both MiFi's.

Education:

- Mark Fitzsimmons reported the following:
 - Next NPCD Envirothon training will be held on March 13 from 3pm - 5pm at John Marshall High School.
- Veronica Gibson reported the following:
 - So far three schools have signed up for the poster contest and two schools have signed up for the Samara contest.

Watershed:

- Harmon Creek FY17 Cost Share
 - There was a discussion with Ed Martin regarding a new OM&R agreement that is needed for the City of Weirton for cost share funds for Harmon Creek. The City of Weirton has requested a new cost share agreement annually. They do not want to change the agreement in any way. They just want current dates. Ed Martin said the district can create a new agreement and send to the City of Weirton. The City of Weirton has not paid for FY17 because they have been waiting on an updated agreement. Veronica will send an updated agreement for FY17 and will bill for the current FY18 with updated agreements.
- Crew
 - The crew will start work on March 13. There is a lot of work that needs to be done to prepare the high tunnel for spring planting. Kyle Pyles will be hired for the crew and will begin on March 13 with Keith Pyles. **Robert Luchetti made a motion to start Kyle Pyles at a rate of \$10.50 per hour. Seconded by Cele Duvall. Motion passed.** Keith will interview applicants to hire one more crew member before work is started on the dams.

NRCS – Grazing School:

- Katie Fitzsimmons reported the following:
 - Meeting dates will be held as follows –
 - April 6 – 6 pm–8:30 pm, Conservation Practice Basics, New Martinsville Library
 - April 13 – 5:30 pm-8:00 pm, Animal Health& Veterinary Feed Directive, Limestone Community Center
 - May 4 – 6:00 pm-8:30 pm, Brush Control, New Martinsville Library
 - May 18 – 5:30 pm-8:00 pm, Winter Feeding & Grazing Management (Pasture Walk), Meadow View Farm, Jeff Allen, Limestone
 - **Cele Duvall made a motion for the district to sponsor each event held in the NPCD. Sponsorship will be up to \$400.00 and will include building rental and food. Seconded by Mark Fitzsimmons. Motion passed.**

WV DEP Junior Conservation Camp:

- **Cele Duvall made a motion to provide eight scholarships at \$175 each for the WV DEP Junior Conservation Camp. Each county will receive two scholarships. If each county cannot fill two scholarships, then the scholarships will be filled in the order they were received. Seconded by Ed Huff. Motion passed.**

NEW BUSINESS

WV Envirothon Donation:

- **Mark Fitzsimmons made a motion to make a \$1,500.00 donation to the WV Envirothon. Seconded by David McCardle. Motion passed.**

FY18 CDO Budget:

- The FY18 CDO Budget is due to the WVCA by March 30. A meeting will be held on March 16, 10:00 am to prepare the FY18 CDO Budget.

Conservation Farms:

- The district will participate in the Conservation Farm contest this year. Each supervisor needs to have a farm picked from their county for the April board meeting.

NPCD Associate Supervisor:

- **Cele Duvall made a motion to invite Cathy Jefferson to be an Associate Supervisor. Seconded by Mark Fitzsimmons. Motion passed.**

WVACD Scholarships:

- Six applications were received by March 6 for the WVACD Scholarship. One from Hancock County (Weir High School), two from Brooke County (Brooke High School), one from Ohio County (Wheeling Park High School), and two from Marshall County (Cameron High School and Bishop Donahue High School).

WVU/National Collegiate Soils Contest Support:

- **Mark Fitzsimmons made a motion to make a \$100 sponsorship to the WVU soils team for the National Collegiate Soils Contest. Seconded by Robert Luchetti. Motion passed.**

Cameron FFA Ham, Bacon & Egg Sale:

- **Mark Fitzsimmons made a motion to support the Cameron FFA Ham, Bacon and Egg sale up to \$350. Seconded by David McCardle. Motion passed.** Robert Luchetti and David McCardle will attend the sale.

NPCD High Tunnel:

- **Mark Fitzsimmons made a motion to purchase gravel to replace the mulch that is in the high tunnel. Seconded by Ed Huff. Motion passed.** Gary Dean will pick up and deliver the gravel. The NPCD work crew will clean and make any necessary repairs to the high tunnel.

Compost Bin:

- There was a discussion regarding the need for a compost bin at the district office. It would also help to promote the urban agriculture practice that is offered through the AgEP. Plans for compost bins will be presented at the March 16 special meeting.

2016 NRCS Grant Report:

- Mark Fitzsimmons would like to get a report from each school that participated in the 2016 NRCS garden grant. The report should include what the school grew in 2016. If the school did not keep the information, then he would like for them to keep the information and report it to the district moving forward.

NPCD Garden Grant Project:

- There was a discussion regarding the start of a grant project to local schools from the district. The grant would follow some of the guidelines of the NRCS grant that was received last year for schools. **David McCardle made a motion for the NPCD to create a grant project for local schools to promote gardening. Total grant funds to be distributed would be \$5,000.00. Funds will be used from the Soil Survey account. Seconded by Mark Fitzsimmons. Motion passed.**

FY16 Audit Invoice Approval:

- **Robert Luchetti made a motion to approve the invoice from Lowe & Associates in the amount of \$3,450.00 for the FY16 agreed upon procedures/audit. Seconded by David McCardle. Motion passed.**

Letter of Request:

- \$3,450.00 – FY16 Audit Reimbursement
Mark Fitzsimmons made a motion to approve the letter of request listed above. Seconded by Ed Huff. Motion passed.

New Conservation Agreement:

- Gary Scott/Marshall County/77 acres
- Henry W. Zeidler/Ohio County/25 acres
- Rosemary Kinder Moore & Lawrence Moore/Brooke County/235 acres
- Norma Murphy/Marshall County/143 acres
- John Prather/Ohio County/290 acres

Mark Fitzsimmons made a motion to accept the names listed above as new cooperators. Seconded by Charles Pugh. Motion passed.

Ag Enhancement Program:

- FY18 Ranking Forms
 - Jenn Kile distributed a packet to each supervisor for their review for any changes they would like to be made. Any changes will be discussed at the March 16 special meeting.
- State AgEP meeting will be held March 28, 10:00 am at the Elk Conservation District.

• Payment Approvals

Name	Practice	Cost Share Payment Amount
David Davis	Pasture Division Fence	\$5,214.00

Total \$5,214.00

David McCardle made a motion to approve the completed AgEP practice listed above for payment. Seconded by Ed Huff. Motion passed.

• Applications

- Nutrient Management

Name	Amount	Cost Share Estimate	Ranking
Jeffrey Allen	40.97 acres	\$1,287.89	93
Henry William Zeidler	23.31 acres	\$687.83	90
John J. Hart	51 acres	\$2,456.38	82

- Total \$4,432.10

Exclusion Fence

Name	Amount	Cost Share Estimate	Ranking
Merle Chaplin	2,200 ft	\$3,850.00	60
Ronald Yoho	2,200 ft	\$3,850.00	60

Total \$7,700.00

Lime

Name	Amount	Cost Share Estimate	Ranking
David L. Henderson	89.45 tons	\$1,932.12	83
Jerry Lilley	98.15 tons	\$2,120.04	73.4
Rosemary Kinder Moore	100 tons	\$2,160.00	70
Peter Gregory Capito	69 tons	\$1,242.00	60

Total \$7,454.16

Pasture Division Fence

Name	Amount	Cost Share Estimate	Ranking
Gary Scott	2,200 ft	\$3,850.00	110.5
John (Jody) Prather	1,000 ft	\$2,370.00	105
*Charles Pugh	250 ft	\$592.50	101
Paul Rine	2,200 ft	\$5,214.00	93.5
Olivia S. Hubbs	2,200 ft	\$3,850.00	86.5
Edward Link	2,200 ft	\$5,214.00	85
Richard Link	2,200 ft	\$5,214.00	75
David Kahlbaugh	700 ft	\$1,225.00	60

*NPCD Supervisor

Total \$26,937.00 (does not include supervisor total)

Forage Seeding

Name	Amount	Cost Share Estimate	Ranking
Raymond White	15 acres	\$1,875.00	39
Chatham Sinclair	15 acres	\$1,875.00	29

Total \$3,750.00

Heavy-Use Protection Area

Name	Amount	Cost Share Estimate	Ranking
Frederick Dague	1500 ft	\$1,980.00	118

Total \$1,980.00

Water System

Name	Amount	Cost Share Estimate	Ranking
Lonnie Blake	1 system	\$2,691.68	95
Robert Randolph	1 system	\$2,875.68	55

Total \$5,567.36

***Kim Fisher provided a letter of approval for Charles Pugh and the board accepted the approval.**

Ed Huff made a motion to approve the applications listed above for the AgEP. Seconded by David McCardle. Motion passed.

CORRESPONDENCE

Secretary David McCardle read the following correspondence: 1) Newsletter from Eastern Panhandle CD. 2) Marshall County WVU Extension newsletter.

REPORTS

WVCA

Kim Fisher, Area Director

- Kim reviewed the monthly agency report that was distributed to the supervisors.

Brian Farkas, Executive Director

- Brian reported that he has a meeting on March 9 in the governor's office regarding watershed issues in Follansbee. He will provide a report after the meeting on March 9.

Veronica Gibson, District Manager

- Veronica reported that there has been at least one application mailed to farmers in each county per their request for the Century Farm Program.
- The tree sale is going well. Pick up is March 23 and 24. Supervisor help is needed.

NRCS

Katie Fitzsimmons, District Conservationist

- Reviewed field office report. Katie will be the acting District Conservationist in White Hall two days a week.

WV DOF

Brent Lyons, Division Forester

- Brent reviewed his field office report.
- Forest Industries Camp will be held July 16-22.

NPCD

Supervisors & Associate Supervisors:

- Stephen Paull – The Ferris farm produced 5,000 pounds of food from their high tunnel last year. They are currently promoting maple syrup.
- Ed Huff – Many schools in Hancock County are interested in raised beds and high tunnels. Be sure to contact them regarding the NPCD garden grant fund.

NEXT MEETING –The next meeting will be held on Thursday, April 13, 2017 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, Chairman James Caldwell adjourned the meeting at 12:35 p.m.

James Caldwell, Chairman

David McCardle, Secretary

Minutes submitted by Veronica Gibson