

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
May 11, 2017  
10:00 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:**

Betty Schafer, Marshall County

**OTHERS PRESENT:**

Veronica Gibson, District Manager, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Gene Saurborn, Director of Watershed Projects, WVCA  
Ed Martin, Watershed Program Manager, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Ed Hanson, Soil Technician, NRCS  
Toni Reynolds, District Coordinator, NPCD  
Brielle Menendez, Soil Tester, NPCD  
David Gardner, County Executive Director, FSA  
David Shipman, Agriculture Program Assistant Marshall County, WVU Extension

**PRESENT VIA VIDEO/TELE CONFERENCE:**

John Brown, Director of IT, WVCA

Chairman James Caldwell called the meeting to order on Thursday, May 11, 2017 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

**Minutes:**

**Charles Pugh made a motion to approve the minutes of the April 2017 Board meeting as presented. Seconded by Cele Duvall. Motion passed.**

**Financial Report:**

Cele Duvall reviewed the financials for April 2017. They will be filed for audit.

## OLD BUSINESS

### **Equipment:**

- One bid was received for a new spreader. **Mark Fitzsimmons made a motion to table the purchase of a new spreader until more bids are received. Seconded by David McCardle. Motion passed.**

### **USDA Building Complex:**

- Addition to Equipment Building – No bids have been received at this time.

### **Internet:**

- John Brown reported that the internet has been working with the use of an ATT MiFi at a cost of \$50 per month. An additional router and a battery backup should be purchased. **Cele Duvall made a motion to purchase an additional router and a battery backup for up to \$500 and to pay \$50 per month for an ATT MiFi. Seconded by Mark Fitzsimmons. Motion passed.**

### **Education:**

- Mark Fitzsimmons reported the following:
  - Fourth grade students from McMechen and Glen Dale will come to plant vegetables the week of May 22. **Mark Fitzsimmons made a motion to provide lunch to John Marshall students if needed. Not to exceed \$200. Seconded by Charles Pugh. Motion passed.**
  - The District will sponsor a field day to be held June 7 at 6:00 pm at the Family Roots Farm in Brooke County. Lewis Jett will be speaking on high tunnels. **Cele Duvall made a motion to set a budget for the field day of up to \$500 plus the cost of a porta john. Seconded by David McCardle. Motion passed.**

### **Watershed:**

- Gene Saurborn reported the following:
    - Additional money is needed for the engineer for the design for the anchor for the boom for Wheeling Creek site #3. The Wheeling Creek Watershed Commission (WCWC) will pay half of the cost and would like for the District to pay half. The cost to the District would be \$4,085.50 and could be paid for from the OM&R supplemental funds. **David McCardle made a motion to pay the WCWC \$4,085.50 for engineer for the design for the anchor for the boom for Wheeling Creek site #3. Seconded by Robert Luchetti. Motion passed.**
    - There was a discussion regarding stream bank stabilization for Little Grave Creek in Glen Dale. The project has only been discussed, no decisions have been made.
  - Middle Grave Creek Channel Work Order:
    - The proposed cost for the crew to complete work at the Middle Grave Creek Channel was reviewed. **David McCardle made a motion to submit the**
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**work order to the WVCA as presented. Seconded by Mark Fitzsimmons. Motion passed.** Chairman James Caldwell appointed Robert Luchetti to review all future work orders.

- One other person needs to be hired for the District crew. The board will let Keith Pyles decide who will be hired. The new hire will begin when the crew starts work on the Middle Grave Creek Channel.

### **NEW BUSINESS**

#### **NPCD Conservation Farms:**

- Family Roots Farm in Brooke County was selected to represent the District for the area farm judging.

#### **NPCD 2017-05-01 Wheeling Ck OMR Debris Bids:**

- Three bids were received for debris removal for Wheeling Creek 3, 7, & 25. The low bid was from Vincent Excavating for \$23,500. **Robert Luchetti made a motion to accept the low bid from Vincent Excavating for \$23,500 pending validation from the WVCA. Seconded by Ed Huff. Motion passed.**

#### **SWCS 2017 Membership Dues:**

- **Charles Pugh made a motion to pay the 2017 SWCS dues (\$115). Seconded by Robert Luchetti. Motion passed.**

#### **NPCD Officers Nominating Committee:**

- Chairman James Caldwell appointed himself, Robert Luchetti and Ed Huff to the nominating committee for NPCD Officers for FY18. The committee will report at the next meeting.

#### **Hancock County 4-H Camp Aura Project:**

- **Ed Huff made a motion to donate \$1,000 to the Hancock County 4-H Camp Aura Project to be used to purchase materials to build a building to house educational materials and other equipment. Seconded by Charles Pugh. Mark Fitzsimmons opposed. Motion passed.** The funds will come from the CDO account.

#### **WV Senior Conservation Camp:**

- **Mark Fitzsimmons made a motion to donate \$1,000 to the WV Senior Conservation Camp. Seconded by Ed Huff. Motion passed.**

#### **Wheeling Creek Watershed Commission (WCWC) Cost Share:**

- The WCWC agreed to pay an amount to the District for administrative and other expenses for an employee. They have not paid this since 2012. A letter and documentation will be presented to the WCWC at their July meeting.

**NPCD Plan of Work:**

- A meeting will be held May 18 at 3:00 pm.

**Letters of Request:**

- \$900.00 – FY18 O&M Middle Grave Creek Channel – City of Moundsville
  - \$20,000.00 – FY18 O&M Wheeling Creek – Wheeling Creek Watershed Commission
  - FY18 AgEP Allocation pending approved amount per WVCA
- Robert Luchetti made a motion to approve the letters of request listed above. Seconded by David McCardle. Motion passed.**

**New Conservation Agreement:**

- Roger Keyser/Marshall County/255 acres
  - Patricia Hoskins/Ohio County
  - Martha Miller/Ohio County/159 acres
- Mark Fitzsimmons made a motion to accept the names listed above as new cooperators. Seconded by Charles Pugh. Motion passed.**

**Ag Enhancement Program:**

- AgEP Administration Agreement
  - **Robert Luchetti made a motion to determine a tie breaker for approval by using the date and time stamp first. Seconded by Ed Huff. Motion passed.** A meeting will be held on May 18 at 2:00 pm to discuss further.

**Cancellations**

Name	Practice	Cost Share Approved	Reason
Betty Schafer	Water System	\$2,415.48	Landowner Request/No Water Source
Peter G Capito	Lime	\$1,242.00	Landowner Request

Total \$3,657.48

**David McCardle made a motion to cancel the contracts listed above. Seconded by Charles Pugh. Motion passed.**

○ **Payment Approvals**

Name	Practice	Cost Share Payment Amount
John R Bonar	Water System	\$2,698.03
Jesse Gandee	Urban Agriculture	\$154.90
Jeffery Allen	Nutrient Management	\$1,230.61
Henry Zeidler	Nutrient Management	\$610.32
John J Hart	Nutrient Management	\$2,456.38
Thomas Stenger	Lime	\$2,559.66
David L Henderson	Lime	\$1,838.20
Lionel Persinger	Lime	\$400.26
Mark Otte	Lime	\$2,066.82
David Davis	Lime	\$2,680.13
Greg Knight	Lime	\$2,105.14
Suzan Smith	Lime	\$386.35

Michael Merinar	Lime	\$2,134.45
Merle Chaplin	Exclusion Fence	\$3,850.00
David Kahlbaugh	Pasture Division Fence	\$1,225.00
Kevin Kimmins	Pasture Division Fence	\$3,850.00
John R Bonar	Pasture Division Fence	\$1,534.75

Total \$31,781.00

**Mark Fitzsimmons made a motion to approve the applications listed above for payment. Seconded by Robert Luchetti. Motion passed.**

### **CORRESPONDENCE**

Secretary David McCardle read the following correspondence: 1) An invitation to the Cameron FFA Banquet. 2) A thank you from the WVU Soils team for the District donation. 3) WV DEP Pending Mine Permit. 4) Two months of the Market Bulletin.

### **REPORTS**

#### **WVCA**

The monthly report was distributed to each supervisor.

#### **NRCS**

Katie Fitzsimmons, District Conservationist

- Reviewed field office report.

#### **FSA**

David Gardner, County Executive Director

- Discussed County Commission elections that are upcoming.

#### **WVU Extension, Marshall County**

David Shipman, Agriculture Program Assistant

- Food plot basics class will be held at the end of the month.

**NEXT MEETING** –The next meeting will be held on Thursday, June 8, 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 12:25 p.m.

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**James Caldwell, Chairman**

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**David McCardle, Secretary**

**Minutes submitted by Veronica Gibson**