

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**February 8, 2018**  
**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 SUPERVISOR PRESENT:**

Gary Dean, Marshall County

**OTHERS PRESENT:**

Veronica Gibson, District Manager, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
Gene Saurborn, Director of Watershed Projects, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Toni Reynolds, District Coordinator, NPCD  
Howard Coffield, WCWC Chairman  
David Shipman, Agriculture Program Assistant Marshall County, WVU Extension  
J.L. Tennant, CED, FSA

Chairman James Caldwell called the meeting to order on Thursday, February 8, 2018 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 January 2018 Board and January 22 special meeting as presented. Seconded by Robert Luchetti. Motion passed.**

**Financial Report:**

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

**OLD BUSINESS**

**Equipment:**

- None

**USDA Building Complex:**

- Katie Fitzsimmons reported that NRCS can order and pay for the mailbox that was discussed at a previous meeting. There was a discussion regarding who will pay for the posts that are needed.

### **Education:**

- Employee for High Tunnel and Raised Beds – Mark Fitzsimmons spoke with Danny Swan, Grow Ohio Valley, regarding hiring an employee for the district. Danny asked if the employee could work early in the morning or evening hours. Mark felt that would be acceptable. James Caldwell said it would be better for an employee to be here when someone else is here so we know what they are doing and learn from it. An employee needs to be hired by mid-March or the first of April at the latest.
- WVU Extension Winter Dinner Meeting Support – Mark Fitzsimmons questioned David Shipman if they needed money. David doesn't know for sure. The dinner meeting for January was cancelled due to weather and needs to be rescheduled. **Mark Fitzsimmons made a motion to table the request for support for the dinner meetings. Seconded by Robert Luchetti. Motion passed.**
- Jr. Conservation Camp Scholarship – An email was received from a student in Hancock County requesting a scholarship for Jr. Conservation Camp. Her name is Paige Reid. It was decided to give one of the scholarships to her.

### **Watershed:**

- Howard Coffield spoke about DNR not stocking Wheeling Creek Site #3. A meeting will be held on February 14 at 1:00 pm at Wheeling Creek Site #3 to discuss debris removal and other issues with DNR. All are invited.
- There was a discussion regarding dam monitors and the fact that a few of our dams do not have one. There is a need to have all parties involved to get a solution to this problem. Gene Saurborn said he will have a draft agenda for a meeting by our March board meeting. We can set the date for the meeting and he will provide the agenda and the list of attendees.

## **NEW BUSINESS**

### **WVCA Internet Updates:**

- Not available.

### **District Personnel Plan:**

- **Robert Luchetti made a motion to approve the FY19 District Personnel Plan as presented to the State Conservation Committee. Seconded by Cele Duvall. Motion passed.**

### **Agreement Concerning Stream Restoration, Bank Stabilization and Blockage Removal Services:**

- Gene Saurborn reviewed an agreement concerning an area on Little Grave Creek in Glen Dale. It was made very clear that the agreement is not for any repairs to or construction of a bridge. **Cele Duvall mad a motion to sign the agreement as listed above using SPRP Restricted and Little Grave Creek SPRP funds. Seconded by Mark Fitzsimmons. Motion passed.**

### **FY17 Audit Invoice Approval:**

- **Dave McCardle made a motion to approve the invoice from Lowe and Associates in the amount of \$3,450.00 for payment. Seconded by Ed Huff. Motion passed.**

### **NPCD Payroll Procedures:**

- There was a discussion to outsource payroll and supervisor travel and per diem as per recommended by the FY17 audit findings. Additionally, approval of employee timesheets and supervisor travel and per diem were discussed. There is not a signature for approval before being processed.

### **Schedule Meeting to Review Insurance:**

- A meeting was set up with Eric Jack Insurance Agency to review the current policy for the building and equipment before the policy renews. The meeting will be held on March 22, 10:15 am, at the USDA Service Center in McMechen. Other insurance agencies should be called to compare rates.

### **UOCD Envirothon Training Support:**

- The UOCD will hold an Envirothon training on March 30 at the Wetzel County 4-H Camp. **Mark Fitzsimmons made a motion to support the training for lunch expenses up to \$200 if we have teams register to attend the training. Seconded by David McCardle. Motion passed.**

### **Soil Trailer Education Materials and Open House**

- The district will have use of the CCD soil trailer. It will be picked up at the LKCD office on April 24. Mark Fitzsimmons reviewed the dates he has scheduled for the soil trailer. There are still a couple of days open that can be scheduled. The teaching criteria for the soil trailer has come from the Junior Master Gardner program. **Mark Fitzsimmons made a motion to purchase Junior Master Gardner materials as needed, spending up to \$300. Seconded by David McCardle. Motion passed.**

### **Women in Ag Day Donation:**

- **Cele Duvall made a motion to donate \$1,500 for the annual Northern Panhandle Women in Ag event. Seconded by Ed Huff. Motion passed.**

### **Field Day**

- Katie Fitzsimmons proposed the dates of September 21 – 22 or 28 – 29 for a field day. Jeff Allen is available. Topics would include Steve Woodruff – Soil Health and a local veterinarian to speak about vaccinations. If soil health is a topic, there was a discussion to purchase wooden grazing sticks as a handout for attendees.

### **District Road Signs**

- The WVACD requested the need for conservation district signs from each district. The NPCD does not need any additional signs at this time.

### **NPCD Truck**

- The new truck picked was up last week. It was discussed to purchase a hitch, a ball, tool box, and spray in bed liner. **David McCardle made a motion to spend up to \$750 for a spray in bed liner and purchase a toolbox and hitch as needed. Seconded by Ed Huff. Motion passed.**

### **Ag Enhancement Program**

- District Policy Regarding Habitual Cancellations – **David McCardle made a motion regarding habitual cancellations by cooperators for the ag enhancement program as follows – after a cooperator cancels their ag enhancement program contract for two consecutive years they will be ineligible for the program the third year. Seconded by Mark Fitzsimmons. Motion passed.**
- FY19 AgEP Administration Agreement – The FY19 AgEP Administration Agreement will be updated to include the new district policy regarding habitual cancellations.
- Jennifer Kile reported the following - Lime increase by \$4 per ton by Brad Varlas. Hoping will only be \$2. Belmont Mills \$44.50 per ton for lime. Fertilizer \$27-29 per ton.

### **New Conservation Agreements**

- Shay and Betsy Fanase/Brooke County/24 acres
  - Thomas Stewart/Brooke County/124 acres
  - David H. Porter/Marshall County
  - Sharlene Lucey/Marshall County/8 acres
- David McCardle made a motion to approve the cooperators listed above. Seconded by Robert Luchetti. Motion passed.**

### **Correspondence**

Secretary David McCardle reviewed the following correspondence: 1) A letter was received from Progressive Bank notifying that they are merging with Community Bank. 2) WV DEP pending mine permit.

### **Reports**

#### **WVCA, Veronica Gibson, District Manager**

- A monthly report from WVCA was not received at the time of the meeting.
- Two new schools are participating in the Samara contest – Linsly School and Wellsburg Middle School.
- Grow Ohio Valley has shown interest in the WVACD grant.

#### **NRCS, Katie Fitzsimmons, District Conservationist**

- Currently writing EQIP contracts and working on reviews that need to be done by the end of March.
- Working with the District Conservationist on a possible upcoming grazing school as was held in the past.
- A Local Work Group meeting will be held on April 25 at 6:30 pm at the McMechen Service Center.

#### **FSA – J. L. Tennant, County Executive Director**

- A special county committee meeting was held for special elections. New positions were reviewed.

**WVU Extension – David Shipman, Agriculture Program Assistant Marshall County**

- A high tunnel class with Lewis Jett will be held at the Marshall County Extension office on March 15 at 6:30 pm.
- Currently working on a farm safety day. The date has not been set.

**NPCD**

Supervisors and Associates

No reports.

**NEXT MEETING** –The next meeting will be held on Thursday, March 8, 2018 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, Chairman James Caldwell adjourned the meeting at 12:30 p.m.

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**James Caldwell, Chairman**

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**David McCardle, Secretary**

**Minutes submitted by Veronica Gibson**