

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
July 19, 2018
1:00 p.m.

Supervisors Present

Jim Anderson, Hancock County
Charles Pugh, Hancock County
Britney Hervey-Farris, Brooke County,
Steve Paull, Brooke County, Vice-Chairman
Cele Duvall, Ohio County
David McCardle, Marshall County, Secretary/Treasurer
Mark Fitzsimmons, Marshall County, Chairman

Supervisor Absent

Robert Luchetti, Ohio County

Associate Supervisor Present

Betty Schafer, Marshall County

Others Present

Veronica Gibson, District Manager, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Susan Funka-Petery, Assistant State Conservationist, NRCS
Toni Reynolds, District Coordinator, NPCD
Ed Hanson, NRCS
David Shipman, Agriculture Program Assistant Marshall County, WVU Extension
Keith Pyles, Crew Supervisor, NPCD
Brent Lyons, Forester, WVDOF

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 19, 2018 at 1:00 p.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – Chairman Mark Fitzsimmons led the pledge of allegiance.

Minutes

David McCardle made a motion to approve the minutes of the June 2018 Board meeting and the June 25, 2018 special meeting as presented. Seconded by Charles Pugh. Motion passed.

Financial Report

Cele Duvall reviewed the financials for April and May. David McCardle reviewed the financials for June. **Jim Anderson made a motion to file the financials for audit for April, May, and June as presented. Seconded by Charles Pugh. Motion passed.**

Mark Fitzsimmons asked if all supervisors needed to initial each bank statement. Veronica Gibson emailed Chris Casto, WVCA, for an answer. The response was as follows as copied from Chris Casto's email: The excerpts below are from the Bank Statement and Reconciliation P&P. There is not a requirement for initialing the bank statements unless the district requires it in their policy.

All bank statements and reconciliations shall be reviewed by the district treasurer, at a minimum. The treasurer reviews and by signature approved the monthly reconciliation.

Suggested Review Techniques for District Supervisors

Reviewing bank statements, reconciliations, deposits, and invoice/bill payments should be done, especially by the treasurer, on a regular basis to satisfy the board that all are valid. It is suggested that the board **rotate** a thorough review process through the supervisors so that each member only has the job once every few meetings.

WVCA/SCC

Effective October 2012 Version 1.0

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Reports

- District Crew Supervisor
 - Written report passed out. Keith Pyles reviewed the report. Working right now on Harmon Creek #1. Harmon Creek #2 has more work to complete than last year. Harmon Creek #3 was more work hours than what was proposed on the WVCA work order. Keith said Harmon Creek #3 had very high grass due to all the rain this spring. Harmon Creek #4 has not been started because DOH installed a guardrail and the crew is unable to access the dam. Waiting for DOH to remove the guardrail. David McCardle asked how far the crew cleans out on the Middle Grave Creek Channel. The work on the channel is complete.
- Farm Service Agency (FSA)
 - No report.
- WV Division of Forestry (WVDOF)
 - Written report passed out. Brent Lyons reviewed the report. Fungal disease mostly in Hancock County on white oak trees and into Pennsylvania. Leaves turning brown. Waiting for results from lab.
- WV Conservation Agency (WVCA)
 - Monthly report passed out. Mark Fitzsimmons reviewed the report.
- Natural Resource Conservation Service (NRCS)
 - Monthly report passed out. Katie Fitzsimmons reviewed the report. Mondays and Wednesdays Katie will work in Middlebourne.
 - Tentative dates for NPCD field day are September 28-29 at the Jeff Allen farm in Marshall County. Details were reviewed. Katie will have information regarding the cost of wooden grazing pasture sticks at the August board meeting.
 - Hands on Ag Day is September 20-21 at the Marshall County Fairgrounds. Set up will be on September 19. Reviewed speakers for stations. A Hands on Ag Day meeting is needed.
 - Susan Funka-Petery said she appreciates the extra work Katie is doing to help until the vacancy in Middlebourne is filled.

- Wheeling Creek Watershed Commission (WCWC)
 - No report.
- District Manager
 - Veronica Gibson contacted Community Bank regarding new signature cards for all the district accounts. New cards are needed to remove previous supervisors and to add new supervisors. The bank will need a copy of each supervisor's driver's license, their social security number, and a phone number. Mark Fitzsimmons questioned how the bank stores the signature cards. There is a concern regarding personal information. Veronica will find out what happens to the signature cards.
- District Coordinator
 - Toni Reynolds informed the board that their SAM number has expired. A signature and a social security number is needed from one of the board members and a notarized letter is needed to renew.
- Visitors
 - David Shipman, Marshall County WVU Extension – Thanked the district for their help with the event held in June at the John Miller Farm.

Old Business

- USDA Building Complex
 - Garage Doors – No report.
 - Seal Back Lot – Toni Reynolds called the contractor regarding returning to seal the back lot after the concrete was laid. She did not receive a call back.
 - Landscaping – received a list of salt tolerant plants and shrubs from Karen Cox.

Mark Fitzsimmons wants the building committee to discuss the topics listed above.

- Plastic Mulch Layer
 - No calls were received from the article that was in the newsletter requesting a phone call from anyone that would be interested in renting a plastic mulch layer. **David McCardle made a motion to table the purchase of a plastic mulch layer until more information is received. Seconded by Jim Anderson. Motion passed.**
- WVACD Honorary Member –
 - **Cele Duvall made a motion to nominate James Caldwell for the 2018 WVACD Honorary Member. Seconded by David McCardle. Motion passed.**
- WVACD Member at Large
 - **David McCardle made a motion to nominate Lloyd Earnest for the 2018 WVACD Member at Large. Seconded by Cele Duvall. Motion passed.**
- NPCD County Farm Recognition
 - The Brooke County farm to be recognized will be Charlie Bonar. There was a discussion for the remaining counties. **David McCardle made a motion to table the decision for farmers in the remaining counties until the next meeting. Seconded by Jim Anderson. Motion passed.**

New Business

- Committee Appointments
 - Chairman Mark Fitzsimmons appointed committees as follows:

Equipment Committee (Rental Program)

David McCardle – Chairman
Charles Pugh
Steve Paull

Building Committee

Jim Anderson – Chairman
Robert Luchetti
Cele Duvall
Veronica Gibson
Toni Reynolds

Budget & Finance Committee

David McCardle – Chairman
Jim Anderson
Cele Duvall
Toni Reynolds

Operation & Maintenance Committee

Robert Luchetti – Co-Chairman
Charles Pugh – Co-Chairman
David McCardle

High Tunnel & Garden Committee

Britney Hervey-Farris – Chairman
David Shipman
Partners
Staff

Grassland Committee

David McCardle
Jennifer Kile
Katie Fitzsimmons

Education, Awards, Legislative & Outreach Committee

All NPCD Supervisors
Partners
Staff

Agricultural Enhancement Committee

All NPCD Supervisors
Partners
Staff

Safety Committee

Steve Paull – Chairman
David McCardle
Toni Reynolds

***Board Chairman sets on all committees**

- Building and high tunnel committees to meet following this meeting.
- Education committee meeting to be held following the August 9 board meeting. Lunch to be provided by attendees by providing a covered dish.
- WV Senior Conservation Camp
 - A letter was received from Alan Miller asking the district for \$1800 for attendees of Senior Conservation Camp from the northern panhandle. At the May board meeting, a motion was made to pay \$1600 but it was not paid. **David McCardle made a motion to send \$1800 to Senior Conservation Camp instead of the \$1600 that was originally approved. Seconded by Steve Paull. Motion passed.**
- NPCD 2018-06-28 OMR Wheeling Creek Dams Bid
 - One bid was received for contract NPCD 2018-06-28 OMR Wheeling Creek Dams. The contract is to remove debris from Wheeling Creek sites 3, 7, 18, and 25. The bid was from Vincent Excavating in the amount of \$79,000. **David McCardle made a motion to accept the bid from Vincent Excavating for debris removal at Wheeling Creek sites 3, 7, 18, and 25 in the amount of \$79,000. Seconded by Jim Anderson. Motion passed.** Work will begin on July 23.

- Marshall County Fair – July 22-28 – Participation
 - A district display will be set up by David McCardle.
- Purchase Safe for Office
 - **David McCardle made a motion to purchase a safe for the office. Purchase price and installation is not to exceed \$400. Seconded by Jim Anderson. Motion passed.**
- Host July 2019 WVACD Quarterly Meeting
 - **David McCardle made a motion to solicit bids to host the July 2019 WVACD quarterly meeting. Seconded by Jim Anderson. Motion passed.** An evening meal and a farm tour will be hosted by the district.
- NPCD Truck Signage
 - **Jim Anderson made a motion to have vinyl decals put on the district truck. Seconded by Cele Duvall. Motion passed.** The decal should have a district logo and phone number.
- Purchase US Flag & WV Flag for Conference Room
 - **Cele Duvall made a motion to purchase a U.S. and WV state flag to display in the conference room, not to exceed \$300. Seconded by Jim Anderson. Motion passed.**
- Formation of NPCD Foundation
 - **Cele Duvall made a motion for the district to create a non-profit foundation. Seconded by Steve Paull. Motion passed.**
- Payment of Attorney Fees
 - **David McCardle made a motion to pay legal fees to Bowles and Rice from the building fund. Seconded by Jim Anderson. Motion passed.**
- Conservation Outreach Dinner
 - The district would like to hold a conservation outreach dinner for new and non-cooperators and non-traditional farmers. The dinner would be an informative event with all agencies of the USDA Service Center in attendance. The dinner will be held in September or October at the USDA Service Center. **Jim Anderson made a motion to host a conservation outreach dinner as stated above. Seconded by David McCardle. Motion passed.** Each supervisor and agency has been asked to contact at least two attendees from their county. The education committee will meet on August 9 following the board meeting to begin planning.
- FCA Pollinator Enhancement Project
 - Katie Fitzsimmons – At the last local work group meeting there was a discussion to promote 50 acres of pollinator habitat. **Cele Duvall made a motion to support the pollinator enhancement project. Seconded by David McCardle. Motion passed.** Katie asked if the district would put in a demo plot of pollinators at the USDA Service Center. After a discussion it was decided to put in a demo plot if the project is approved.

- Purchase of Sprayer
 - David McCardle presented a sprayer that is smaller than the one the district currently has. It can be pulled by a side by side or a four-wheeler. It can be used at the dams and cooperators can rent it. **David McCardle made a motion to purchase the sprayer at a cost of up to \$600. Seconded by Jim Anderson. Motion passed.** Rental price was discussed.

- Purchase of District Display Banners through WVCA
 - At the WVACD quarterly meeting, the WVCA presented the supervisors with a proposal of the purchase of banners to be used in place of a display for each district at Ag Day at Capitol in January 2019. Order needs to be in as soon as possible to ensure printing before Ag Day. **Jim Anderson made a motion to purchase the banner displays as presented by WVCA. Seconded by Steve Paull. Motion passed.** Education committee will decide what will go on banners.

- Office Cleaning
 - A list of cleaning duties is needed for the building committee. A new person will begin cleaning the building next week.

- Letters of Request
 - \$900.00 – FY19 OM&R Middle Grave Creek Channel
 - \$2,100.00 – FY19 OM&R Middle Grave Creek Channel
 - \$15,000.00 – FY19 OM&R Wheeling Creek
 - \$20,000.00 – FY19 OM&R Wheeling Creek
 - \$5,086.09 – FY18 4th Qtr. CD Employee

Cele Duvall made a motion to approve and submit the letters of request listed above. Seconded by Jim Anderson. Motion passed.

- Conservation Agreements
 - Heather Blake/Marshall County
 - Mindy Grove/Hancock County/9 acres
 - Terry Virden/Hancock County/30 acres
 - Hattie DeBolt/Marshall County

Cele Duvall made a motion to approve the agreements listed above as new cooperators. Seconded by Jim Anderson. Motion passed.

- Ag Enhancement Program
 - Notified District of a completed practice after the June 1 deadline.
 - Lewis Hopkins/Fence – called 7/2/18
 - Kevin Kimmins/Water System – called 7/2/18

Documentation shows that several times each applicant was given notice and have a signed contract of the June 1 deadline. The board discussed the contracts. Jenn Kile will notify each cooperator to let them know that their practice can't be funded because they did not meet the required deadline.

- Applications
 - Heavy Use Protection Area

Name	Amount	Cost Share Estimate	Ranking
Mark Otte	1,500 ft	\$1,980.00	112
Charles Glenn	1,500 ft	\$1,980.00	111
C. Keith Hieronimus	1,500 ft	\$1,980.00	101

Total \$5,940.00

David McCardle made a motion to approve the applicants listed above for cost share for the AgEP. Seconded by Jim Anderson. Motion passed.

- Pasture Division Fence

Name	Amount	Cost Share Estimate	Ranking
Gary Scott	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	113.5
David & Michele Brooks	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	112.5
Wanda Woodruff	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	112 (05/29/2018)
Harold Aston	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	112 (05/30/2018)
Edward Link	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	108.5
Terry Virden	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	108
Wayne L. Shook	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	107.5
Trudy Snyder	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	106
Samuel Fankhouser	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	100
Mindy Grove	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	95.5
James P. Lilley	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	93.5
Denzal Frederick Bane	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	92
Ashley Huggins	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	89
Grow Ohio Valley	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	87
*Mark Fitzsimmons	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	85.5 (5/29/2018)
Denise Ann Cramer	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	85.5 (5/30/2018)
*Robert Luchetti	1,500 ft (High Tensile/Barbed Wire)	\$2,625.00	85.5 (6/18/2018)
Gerald B. Hawkins	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	79.5
Gerald & Heather Blake	1,000 ft (Woven Wire)	\$2,370.00	67
Melinda McNinch Smith	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	65

Total \$75,495.00

David McCardle made a motion to approve the applicants listed above for cost share for the AgEP. Seconded by Cele Duvall. Motion passed.

*NPCD Supervisor

Approval received from the WVCA for supervisors Mark Fitzsimmons and Robert Luchetti.

- Exclusion Fence (Woodland)

Name	Amount	Cost Share Estimate	Ranking
Katie Fitzsimmons	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	60
Hattie Debolt	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	50
Audra Rae Conkle	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	45

Total \$11,550.00

David McCardle made a motion to the applicants listed above for cost share for the AgEP. Seconded by Britney Hervey-Farris. Motion passed.

- Exclusion Fence (Water Protection)

Name	Amount	Cost Share Estimate	Ranking
Dennis Aston	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	70

Total \$3,850.00

David McCardle made a motion to the applicants listed above for cost share for the AgEP. Seconded by Britney Hervey-Farris. Motion passed.

- Water System

Name	Amount	Cost Share Estimate	Ranking
Sonny Tagg	1 system	\$2,308.21	95
Kristine Molnar	1 system	\$2,329.11	90 (5/31/2018)
Ronald Keith Mason	1 system	\$2,381.36	90 (6/7/2018)
Paul Baker	1 system	\$2,673.96	80 (5/18/2018)
John A Bierce II	1 system	\$2,127.66	80 (5/23/2018)
Jeffery Cumpston	1 system	\$2,402.26	80 (6/14/2018)
Carl Yoho	1 system	\$2,517.21	75 (5/15/2018-1pm)
Janice Earnest	1 system	\$3,008.36	75 (5/15/2018-4pm)
Robert Wilson	1 system	\$2,423.16	75 (6/8/2018)
Mark Ruckman	1 system	\$1,423.16	75 (6/7/2018)

Total \$23,594.45

David McCardle made a motion to the applicants listed above for cost share for the AgEP. Seconded by Britney Hervey-Farris. Motion passed.

- Invasive Species

Name	Amount	Cost Share Estimate	Ranking
Jeffery Allen	4 acres	\$600.00 (\$699.93)	73

Total \$600.00

David McCardle made a motion to the applicants listed above for cost share for the AgEP. Seconded by Cele Duvall. Motion passed.

- Lime

Name	Amount	Cost Share Estimate	Ranking
Charles Bertrand	12.37 acres/32.62 tons	\$587.16	77.8
Michael Scott Riggle	23.2 acres/46.4 tons	\$835.20	75
John W. Miller	50 acres/124.05 tons	\$2,232.50	74.60
Olivia Hubbs	47.66 acres/127.25 tons	\$2,290.50	68.4

Total \$5,945.36

David McCardle made a motion to the applicants listed above for cost share for the AgEP. Seconded by Charles Pugh. Motion passed.

Total AgEP applications - \$126,974.81

Jenn Kile reported that she has received an application for the next round for lime for a lavender field. Is lavender a crop? After a discussion it was decided that lavender is a crop.

Correspondence

Secretary David McCardle reviewed the following correspondence: 1) Many thank you cards from Jr. and Sr. Conservation Camp attendees. 2) A thank card from James Caldwell. 3) A thank you letter from Glen Dale Elementary for having their fourth grade students plant in the district high tunnel and garden. 4) A notice from Brickstreet regarding removal of a surcharge. 5) WV DEP pending mine permit notification.

Other Reports

Mark Fitzsimmons

- Brooke county spreader in Jimmy. Move to Steve. Should be with a supervisor due to liability.
- Notice from NRCS that rehabilitation on Wheeling Creek site 25 will start again.
- Provided information about a recall on the district truck.
- Dates for 2019 WV Envirothon are April 17-18.
- Soil Trailer will be at the Ohio County Country Fair hosted by WVU Extension. Aimee Figgatt is looking for volunteers to help.
- A photo of the full board is due to WVACD by October 1. Photo will be taken at the August meeting if all supervisors are present.
- A meeting needs to be scheduled to review/discuss district finances and to review the NRCS Funding Opportunity to Support Technical Assistance. Each supervisor received a copy of the materials to review before the next meeting. A special meeting will be held on Monday, July 23 at 10:00 a.m.

Britney Hervey-Farris

- Will participate in Brooke County Fair.

The board entered an Executive Session at 3:50 pm to discuss personnel issues. Returned to regular meeting at 4:10 pm. Following the executive session, the board met with Keith Pyles, NPCD crew supervisor. There was a discussion regarding the number of hours it has taken for a work crew of four to complete work that was completed last year in half the time with a crew of two.

NEXT MEETING –The next meeting will be held on Thursday, August 9, 2018 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, Chairman Mark Fitzsimmons adjourned the meeting at 4:15 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson