

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
September 13, 2018
10:00 a.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
Robert Luchetti, Ohio County
David McCardle, Marshall County, Secretary/Treasurer
Mark Fitzsimmons, Marshall County, Chairman

Associate Supervisor Present

Gary Dean, Marshall County
Betty Schafer, Marshall County

Others Present

Veronica Gibson, District Manager, WVCA
Kim Fisher, Area Director, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Ed Hanson, NRCS
Brent Lyons, Forester, WVDOP

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 13, 2018 at 10:00 a.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 August 2018 Board meeting and the August 30, 2018 special meeting as presented. Seconded by Jim Anderson. Motion passed.

Financial Report

David McCardle, Treasurer, reviewed the financials for July. **Cele Duvall made a motion to file the July 2018 financials for audit. Seconded by Robert Luchetti. Motion passed.** The August bank statements were received late from the bank. The co-administered funds reconciliements were received from the WVCA but have not been reviewed. The NPCD funds were sent to the new accountant but are not available due to receiving the statements late and the accountant just starting.

Reports

- District Crew
 - **Robert Luchetti made a motion to hire Harry Aston to perform mowing for O&M. Seconded by Charles Pugh. Motion passed.** Harry Aston's hire date is August 13, 2018. Harry will mow Wheeling Creek #3 first using the NPCD equipment. There was a discussion regarding working alone. Harry will call into the office when he begins work, on a break and when he leaves the site.

- Farm Service Agency (FSA)
 - No report.

- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report that was passed out to each supervisor. All tree order forms are available online. Brent has a WVDOF sign and would like to attach it to the USDA Service Center sign at the road entrance to the office. All supervisors agreed to allow WVDOF to install a sign.

- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed the monthly report. A copy was given to each supervisor. Kim reviewed information received from a WVCA conference call regarding the potential impact for WV from Hurricane Florence. There is a strong potential for flooding.

- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor. A new soil sample submission form was received from WVU Soils Lab. A public meeting for Wolf Run was held. Attendance was poor. Ed Hanson's last day is September 27.

- Wheeling Creek Watershed Commission (WCWC)
 - No report.

- District Manager
 - Veronica Gibson reported the following: New signature cards for all accounts need signatures from each supervisor. Veronica met with the new accountant this week. He said he hopes to be able to attend the October board meeting. A notice was received from the IRS. They did not receive form 941 for September 2017. All supervisor travel and per diem forms must be signed by the supervisor or they will not be processed for payment.

- Visitors
 - None

- Committee Reports
 - Building Committee – Jim Anderson has called six contractors for concrete for the floor of the addition. Only three responded but have not submitted a bid. Jim has not been able to get a hold of the contractor that poured the concrete in the back of the building. He has called and left messages but has not received a call back.

- High Tunnel Committee – Britney Hervey-Farris presented a plan for fall planting in the high tunnel. Most vegetables will be direct seeded. Family Roots Farm will donate strawberry plants. The cost for plants/seeds will be under \$100. **David McCardle made a motion to spend up to \$100 for plants and seeds for fall planting for the high tunnel. Seconded by Cele Duvall. Motion passed.**

Old Business

- USDA Building Complex
 - Outside cleanup – A Conservation Outreach dinner will be held at the USDA Service Center on October 18. It was decided that following the October 11 board meeting the supervisors will stay and clean up around the outside of the building.
- Plastic Mulch Layer
 - There has been no new interest from cooperators for use of a plastic mulch layer. It will not appear on the agenda again.
- NPCD County Farm Recognition
 - Brooke County – Charlie Bonar
 - Ohio County – John and Dave Henderson
 - Marshall County – Lloyd Earnest
 - Hancock County – Chuck Glenn

David McCardle made a motion to award each farm family with \$100 and a farm sign. Seconded by Jim Anderson. Motion passed.
- NRCS/NPCD Shared Employee
 - Mark Fitzsimmons received an email from Nicole Viars for training for administering a grant. The NPCD needs to advertise for the Soil Conservationist position. The position needs to be filled by November. Britney Hervey-Farris will look into posting the position online.
- NPCD Logo
 - Mark Fitzsimmons presented several options for a new logo for the NPCD. **David McCardle made a motion to approve a new logo that had the blue and black print. Seconded by Cele Duvall. Motion passed.**
- NPCD Truck Signage
 - **David McCardle made a motion to use the new NPCD logo excluding the “serving counties” writing. Seconded by Jim Anderson. Motion passed.**
- Conservation Outreach Dinner
 - October 18 @ 5:30 pm at the USDA Service Center.
 - Invitations will be sent from list provided by each supervisor.
 - **David McCardle made a motion to spend up to \$20 per person for the Conservation Outreach dinner. Seconded by Jim Anderson. Motion passed.**

- Display Banners
 - Pictures are still needed for the display banners. Pictures of the dams, high tunnel, Hands on Ag Day and AgEP are a few examples of pictures needed. **David McCardle made a motion to purchase two of the larger sized displays. Seconded by Steve Paull. Motion passed.**
- Host July 2019 WVACD Quarterly Meeting
 - The NPCD will submit a bid to host the July 2019 WVACD Quarterly meeting. **David McCardle made a motion to charge a \$10 registration fee to each attendee to cover the cost of meals and transportation for tours. Seconded by Jim Anderson. Motion passed.**
- Field Day - Budget
 - **David McCardle made a motion to set the budget for the November 9 & 10 field day not to exceed \$5,500.00. Seconded by Cele Duvall. Motion passed.**

New Business

- Internet Service (Frontier/Comcast)
 - WVCA IT was not available for the meeting. Veronica Gibson reported to the district that the current internet is still not reliable. WVCA is working with Comcast to reach an agreement to have internet installed in the building.
- Dam Monitors Needed for Wheeling Creek & Upper Grave Creek
 - An email was received from Ed Martin regarding the need for dam monitors for Wheeling Creek and Upper Grave Creek. There was a discussion on possible people to contact.
- Wheeling Creek Site #7 Emergency Action Plan
 - An updated emergency action plan was received from the WVCA. **Cele Duvall made a motion to accept the emergency action plan for Wheeling Creek Site #7 as presented. Seconded by Charles Pugh. Motion passed.** The emergency action plan will be signed by Mark Fitzsimmons and returned to the WVCA.
- SPRP
 - Steve Paull visited a site on Cross Creek in Brooke County with Ed Martin. The site has a blockage that is eligible for SPRP funds. It should be under \$7,500 for removal. **David McCardle made a motion to allow WVCA to solicit bids for the stream blockage removal on Cross Creek in Brooke County and to use SPRP funds to pay for the removal. Seconded by Cele Duvall. Motion passed. Cele Duvall made a motion to appoint Steve Paull to approve the low bid for the stream blockage removal on Cross Creek in Brooke County if the bid is less than \$7,500. Seconded by David McCardle. Motion passed.**
- O&M Inspection Schedule
 - A notice was received from the WVCA listing the O&M annual inspections. The inspections will be held in October of this year instead of the spring of next year. Each supervisor was given a copy of the schedule.

- 2019 Appalachian Grazing Conference Support
 - **David McCardle made a motion to donate \$1,000 to the 2019 Appalachian Grazing Conference and to sponsor two cooperators from each county by paying for their registration. Seconded by Jim Anderson. Motion passed.**
- 2018 State Auditor's Training Seminar
 - Each supervisor received a copy of information for the 2018 State Auditor's Seminar for Municipal and County Boards and Authorities. Cele Duvall and David McCardle will try to attend.
- NPCD Annual Banquet
 - A date of November 14 or 15 was chosen for the NPCD annual banquet. Location choice is the Events Center at the Highlands catered by Dalena Riggs. Veronica Gibson will check on availability. **David McCardle made a motion to set the budget for the NPCD annual banquet at \$3,000. Seconded by Cele Duvall. Motion passed.**
- District Road Signs
 - No signs are needed at this time.
- Hands on Ag Day – September 20 – 21
 - Katie Fitzsimmons asked for confirmation of attendance for the appreciation dinner to be held on September 20.
 - David McCardle and Gary Dean will pick up additional items needed on Wednesday morning.
- 2018 Awards Luncheon
 - Registration is due to Veronica Gibson no later than September 24. Supervisors are responsible for making hotel reservations.
- WV Ag Community Meeting October 10
 - Each attendee needs to register for the October 10 WV Ag Community meeting to be held at the Highlands Event Center at 6:00 pm. Registration is online. Use the following link to register or contact Veronica Gibson.
<https://www.eventbrite.com/o/west-virginia-agriculture-advisory-board-17805387312>
- Letter of Request
 - \$1,500.00 – FY19 OM&R Upper Grave Creek
Cele Duvall made a motion to sign and submit the letter of request for \$1,500.00 for FY19 OM&R Upper Grave Creek. Seconded by David McCardle. Motion passed.
- Conservation Agreements
 - Robert A. Smith/Ohio County/50 acres
 - Donald Yoho/Marshall County/9.3 acres
 - Wallace McMillin/Hancock County/25 acres
 - Mike Swartzmiller/Hancock County/18 acres
 - Zach Sberna/Marshall County/96 acres Donna M. Perez/Brooke County

David McCardle made a motion to approve the agreements for Robert A. Smith, Donald Yoho, Wallace McMillin, Mike Swartzmiller and Zach Sberna as new cooperators. Seconded by Jim Anderson. Motion passed.

- Ag Enhancement Program

- Cooperator Name Change – Olivia Hubbs to Olivia Allen. The name change will be updated in the database.

- Payment

Name	Practice	Amount	Cost Share
Denzal Frederick Bane	Fence	2,008 ft	\$3,514.00

Cele Duvall made a motion to approve the practice completed by Denzal Frederick Bane for payment for the AgEP. Seconded by David McCardle. Motion passed.

- Applications

- Pasture Division Fence

Name	Amount	Cost Share Estimate	Ranking
Ernest Eugene Kuhn	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	134
Tracy W. Gilbert	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	113.5
Matthew Bonar	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	108
Melissa Dawn Gebhardt	1,688 ft (Woven Wire)	\$4,000.00 (\$4,000.56)	107.5

- Lime

Name	Amount	Cost Share Estimate	Ranking
Nikki Stevens	7.75 acres/23.25 tons	\$418.50	85
Robert Cook	10 acres/20 tons	\$360.00	65 (7/13/18)
Donna Perez	3.57 acres/7.14 tons	\$128.52	65 (07/19/18)

- Water System

Name	Amount	Cost Share Estimate	Ranking
Scott & Carolyn Harris	1 system	\$2,318.66	75

David McCardle made a motion to approve the applications for the practices stated on their application for Ernest Eugene Kuhn, Tracy W. Gilbert, Matthew Bonar, Melissa Dawn Gebhardt, Nikki Stevens, Robert Cook, Donna Perez, and Scott and Carolyn Harris as presented for the AgEP. Seconded by Cele Duvall. Motion passed.

- A meeting was scheduled for October 4, 10:00 am, to review AgEP applications before they appear on the agenda for the October 11 monthly board meeting.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) Invitations for the Southern CD and the Greenbrier Valley CD annual banquets. 2) WVU Extension Service newsletter. 3) Eastern Panhandle CD newsletter. 4) Thank you from NACD for payment of dues. 5) Updated contact information for USDS lease.

NEXT MEETING –The next meeting will be held on Thursday, October 11, 2018 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, **Jim Anderson made a motion to adjourn the meeting at 12:50 pm. Seconded by Robert Luchetti. Motion passed.**

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson