

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 8, 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 Supervisors Present

Gary Dean, Marshall County
Ruth Milliken, Marshall County

Others Present

Veronica Gibson, District Manager, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Brent Lyons, Forester, WVDOF
David Shipman, Agriculture Program Assistant Marshall County, WVU Extension
Bob Straub, CPA, Hartley & Straub
Harry Aston, NPCD Crew
Jane Rickman, Kathy's House Foundation

Chairman Mark Fitzsimmons called the meeting to order on Thursday, November 8, 2018 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – David McCardle led the pledge of allegiance.

Minutes

Charles Pugh made a motion to approve the minutes of the October 2018 Board meeting and the October 18, 2018 special meeting as presented. Seconded by Jim Anderson. Motion passed.

Financial Report

Bob Straub reviewed financial reports for district funds for July-September. The board was very pleased with the reports. Bob Straub will have bank reconciliations at the next meeting. David McCardle, Treasurer, reviewed the co-administered funds financials for September. All were approved and will be filed for audit.

Reports

- District Crew
 - Harry Aston reported that he has finished work at Wheeling Creek - Dunkard. He is now working at Wheeling Creek - Turkey Run and Grandstaff. He will then go to Wheeling Creek – Middle Creek.

- Harry would like to spray weeds in the future to get ahead of them. He would need to get certified. This will be looked into.
- There was a discussion to purchase a new seat and a canopy for the mower. Harry has been using his own mower deck. A new one should be purchased. Harry has been using his own weed eater and chainsaw because he feels that the equipment the District has is too large for most of the work.
- Farm Service Agency (FSA)
 - No report.
- WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report that was passed out to each supervisor.
- WV Conservation Agency (WVCA)
 - The monthly agency report was passed out to each supervisor. Mark Fitzsimmons reviewed the report and encouraged supervisors to read it.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons introduced Jimmie McDaniel, part-time administrative NRCS employee. Katie reviewed a monthly report that was passed out to each supervisor.
 - Working on EQIP rankings.
 - Field day and dinner meeting for November 9 & 10 discussed. Pasture sticks will be \$5 each for 100 sticks.
- Wheeling Creek Watershed Commission (WCWC)
 - David McCardle reported that at the October 18 meeting it was decided that the WCWC would repair the road at Wolf Run.
- District Manager
 - No report.
- Visitors
 - Jane Rickman, Kathy's House Foundation – Jane Rickman explained what Kathy's House Foundation is. Jane asked for use of the District's red outdoor building to store food items that are distributed to local families in need. After a discussion, it was decided that at this time, the building would not be available for their use. The board felt the vegetables from the high tunnel and gardens could be donated to Kathy's House Foundation. Jane Rickman will be contacted.
 - David Shipman – Ag dinner meetings sponsored by WVU Extension will begin in January and run through March.
- Committee Reports
 - High Tunnel – Britney Hervey-Farris – water needs to be turned off in the high tunnel. Vegetables are growing. Need straw to cover strawberries that were planted outside.
 - Building - Jim Anderson – concrete is being poured today. Electric is needed. Will probably need to get new bids for garage doors. A seal is needed for the back door of the main building.

Old Business

- USDA Building Complex
 - Lights in building burnt out and need replaced. Front porch lights need looked at. They do not stay lit. Burn out too often. An electrician will be called to look at and to give an estimate for electric to the garage addition.
- NPCD Truck Signage
 - Mark Fitzsimmons has been to Ohio Valley Awards for logo for the truck.
- NPCD Banquet – November 15
 - The banquet will be held at the Event Center at the Highlands on November 15 at 6:00 pm.
- Host July 2019 WVACD Quarterly Meeting
 - NPCD will host the July 2019 WVACD Quarterly meeting. It will be held at the Highlands. David McCardle gave a report on details with the hotel.

New Business

- FY18 Agreed Upon Procedures Bids
 - A letter was received from Suttle & Stalnaker, Brown Edwards, and Ernst & Young declining to bid. One bid was received. It was from Lowe & Associates. The bid amount was for \$3,500.00. **Robert Luchetti made a motion to accept the bid from Lowe & Associates in the amount of \$3,500.00 for the FY18 Agreed Upon Procedures. Seconded by Cele Duvall. Motion passed.**
- Kathy's House Foundation
 - Discussed under visitors.
- NPCD Christmas Lunch
 - The NPCD Christmas lunch will be held December 13 at 1:00 pm, following the Board meeting. Perkins in Moundsville was the first choice for location. Veronica Gibson will check on availability.
- Letter of Request
 - \$350.00 – Ag SP Listening Session Expense Reimbursement
Robert Luchetti made a motion to process the letter of request for \$350.00 to the WVCA for reimbursement for the Ag SP Listening Session expense. Seconded by David McCardle. Motion passed.
- Conservation Agreements
 - Ray Owens/Brooke County/10 acres
 - Valerie & Steven Russell/Brooke County/21.6 acres
David McCardle made a motion to approve the agreements for Ray Owens and Valerie & Steven Russell as new cooperators. Seconded by Jim Anderson. Motion passed.

- CREP Payment
 - Olivia S. Allen/\$38.72

David McCardle made a motion to approve the CREP payment to Olivia S. Allen for \$38.72 pending receipt of funds. Seconded by Robert Luchetti. Motion passed.

- Ag Enhancement Program
 - Payments

Name	Practice	Amount	Cost Share
Robert Luchetti	Fence	988 ft	\$1,729.00
Mark Otte	Heavy Use Protection	1,500 ft	\$1,980.00
David Kahlbaugh	Fence	707 ft	\$1,237.25

Cele Duvall made a motion to approve the payments for Robert Luchetti - \$1,729.00, Mark Otte - \$1,980.00, and David Kahlbaugh - \$1,237.25 for completed AgEP practices. Seconded by Jim Anderson. Motion passed.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) A thank you card from Robert Luchetti for the delivery of dinner.

David McCardle – Attended the WV Women in Agriculture conference.

Steve Paull – Felt the NPCD outreach dinner turned out well.

Mark Fitzsimmons – WVACD Quarterly meeting report: WVACD doing own website. Century Farm due February 1st. Farm signs: for new cooperators and each district supervisor. State Fair can sign up now. January 30, 2019 Ag Day at Capitol.

NEXT MEETING –The next meeting will be held on Thursday, December 13, 2018 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, Bob, Cele the meeting was adjourned at 12:30 pm.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson