

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**August 8, 2019**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County  
Charles Pugh, Hancock 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  
Britney Hervey-Farris, Brooke County

**Others Present**

Veronica Gibson, District Manager, WVCA  
Gene Saurborn, Watershed Manager, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Kevin Paul, NRCS  
David Shipman, Soil Conservationist NPCD/NRCS  
Brent Lyons, Forester, WV Division of Forestry  
J.L. Tennant, CED, FSA  
Bob Straub, CPA, Hartley & Straub  
Cole McCardle, NPCD Soil Tester  
Harry Aston, NPCD Crew

Chairman Mark Fitzsimmons called the meeting to order on Thursday, August 8, 2019 at 10:10 a.m. at the USDA Service Center in McMechen, WV.

**Pledge of Allegiance** – Charles Pugh led the pledge of allegiance.

**Minutes**

**Charles Pugh made a motion to approve the minutes of the July 2019 board meeting as presented. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

Bank statements have not been received. Financials for July will be presented at the September meeting.

**Reports**

- District Crew
  - Harry Aston reported the following:
    - Report of dams mowed to date and location to mow next week.
    - Would like to complete landscaping around the building this fall.

- There was a discussion regarding mowing Wheeling Creek #7 a second time. David McCardle talked to Howard Coffield. Ohio County Commission needs to be contacted.
  - Gene Saurborn said brush at the dams needs to be sprayed in April. WVU Extension will give spray recommendations. They will meet with the NPCD crew in the fall to visit each site. Harry needs to let Gene know when he is available.
  - A watershed meeting will be held on August 12 at the Elk Conservation District at 10:30. Jim Anderson and Cele Duvall will attend the meeting.
- Soil Tester
    - Cole McCardle reported that he has tested 39 locations and 1,402 acres to date.
    - If his school schedule permits, Cole will continue to work.
  - Farm Service Agency (FSA)
    - J.L. Tennant reported on current programs and reporting.
  - WV Division of Forestry (WVDOF)
    - Brent Lyons reviewed a written report that was passed out to each supervisor.
  - WV Conservation Agency (WVCA)
    - The monthly written report was given to each supervisor for review.
  - Natural Resource Conservation Service (NRCS)
    - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor. Katie asked if the board would like to hold a fall dinner meeting or field day? Not currently.
  - Wheeling Creek Watershed Commission (WCWC)
    - There was a discussion regarding the repairs to Wheeling Creek #25 that are to be completed by the WCWC. The NPCD crew is unable to mow until the road is repaired.
  - District Manager
    - No report.
  - Visitors
    - None.
  - Committee Reports
    - Building Committee – There was a discussion regarding the repairs needed to the red outdoor building. Jim Anderson feels the whole outside wall needs to be replaced due to water damage. Mark Fitzsimmons will contact a local contractor to give an estimate for repairs. Mark Fitzsimmons will contact an electrician to repair the outside lights of the main building and to replace a ballast in NRCS.
    - David Shipman reported that deer have eaten most of the vegetables in the raised beds. Fencing will be looked into. David thinks the cucumbers and cantaloupes may need pruned in the high tunnel. There is something not right with them. He will wait to hear from Britney. David said the tomatoes in the high tunnel are improving.

## Old Business

- Wheeling Creek Boom Discussion
  - Gene Saurborn reported that a job showing will be held on August 15 at Wheeling Creek #3 for installation of the boom. The Wheeling Creek Watershed Commission will facilitate the contract. The boom will be delivered to the district office. The debris removal needs to be completed at the same time as the installation. It was questioned if TVCD was removing the debris.
  
- Harmon Creek Trash Rack
  - **Charles Pugh made a motion to facilitate the contract for installation of trash racks at Harmon Creek. Seconded by David McCardle. Motion passed.** Funds will come from NRCS for the project. Potential dates for job showing are August 20, 21, or 22.
  - Gene Saurborn said the trash rack at Wheeling Creek #25 needs to be replaced. He will contact Harry Aston to replace it.
  
- WVACD Annual Scholarship Auction
  - The district has more items to add to the auction. A pamphlet has been printed of the items received to date and will be updated and sent out before the auction.
  
- NPCD Resource Dinner
  - The NPCD Resource Dinner will be held September 25 at the USDA Service Center. Each supervisor is to invite two new cooperators, non-cooperators or underserved persons – total of two attendees per supervisor. **Jim Anderson made a motion to spend up to \$20 per person for the dinner. Seconded by David McCardle. Motion passed.**
  
- NPCD Annual Banquet
  - Tentative date is October 10. A location has not been set. The banquet will begin at 6:00 and dinner will be served at 6:30.
  
- O&M Memorandum of Understanding
  - The MOU was sent to the district attorney to review before approval by the district board. A response has not been received.
  
- Potesta Agreement
  - The Potesta agreement was sent to the district attorney to review before approval by the district board. A response has not been received.
  
- Rain Barrel Workshop
  - Rain barrels will be displayed at the county fairs.

## New Business

- Hands on Ag Day
  - Hands on Ag Day will be September 18 & 19 at the Marshall County fairgrounds. Help is needed from all that can attend.

- 2020 WVACD Quarterly Meeting Bid
  - After a discussion it was decided not to submit a bid for the 2020 WVACD quarterly meeting.
- WVACD Annual Dues
  - **David McCardle made a motion to pay \$4,000 for the 2020 WVACD dues as requested. Seconded by Cele Duvall. Motion passed.**
- Focused Conservation Approach Plans/Local Work Group Meeting Minutes
  - Katie Fitzsimmons presented a copy of the Focused Conservation Approach plans. Each were reviewed. Katie said she needed more time and data to write the plan for Stream Bank Restoration. **Jim Anderson made a motion to reaffirm Locally Grown Food Project plan, Pollinator Enhancement Program, and the Northern Panhandle Soil Health Project plan. Seconded by Stephen Paull. Motion passed. Jim Anderson made a motion to submit new projects for Maple Production, Animal Waste Management, and Stockpiled Forages. Seconded by Stephen Paull. Motion passed.**
  - **Cele Duvall made a motion to approve the minutes of the local work group meeting as presented. Seconded by Jim Anderson. Motion passed.**
- WVACD Grant Writing Training
  - The WVACD is holding a grant writing training on September 26 at the Little Kanawha Conservation District. The cost is \$65 per person. The district will send Britney Hervey Farris and David Shipman.
- Promotional Items/Calendars
  - **Jim Anderson made a motion to purchase calendars from Myron and pencils, pens, and letter openers from 4 Imprint as purchased in the past. Seconded by Cele Duvall. Motion passed.**
- WV Women in Agriculture
  - **David McCardle made a motion to reimburse up to 4 cooperators, one from each county, for their registration to the WV Women in Agriculture event. Seconded by Jim Anderson. Motion passed.**
- NPCD Legislative Representative
  - David McCardle will be the district legislative representative.
- New Conservation Agreement
  - Philip Herbert Miller/Marshall County/16 acres  
**David McCardle made a motion to approve Philip Herbert Miller as a new cooperator. Seconded by Jim Anderson. Motion passed.**

- AgEP
  - Supervisor Application Approval from WVCA
    - A letter was received from Kim Fisher, WVCA, approving supervisor Kenneth (Jim) Anderson for 2,200 feet of pasture division fence. Total cost share amount is \$3,850.00.

- Payments

Name	Practice	Amount	Cost Share
Mary Lou Allen	Fence	1,688 ft	\$4,000.00
Dennis Crow	Fence	1,160 ft	\$2,749.20

**David McCardle made a motion to approve payment for completed AgEP practices for Mary Lou Allen and Dennis Crow. Seconded by Jim Anderson. Motion passed.**

- Applications
  - Invasive Species

Name	Amount	Cost Share Estimate	Ranking
Greg Knight	13.5 acres	\$600.00	80

**Jim Anderson made a motion to approve the application as presented for Greg Knight for invasive species for the AgEP program. Seconded by David McCardle. Motion passed.**

- Pasture Division Fence

Name	Amount	Cost Share Estimate	Ranking
John A. Bierce	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	109.5
John L Miller	1,500 ft (High Tensile/Barbed Wire)	\$2,625.00	109
Charles Reinacher	1,688 ft (Woven Wire)	\$4,000.00	105.5
Philip Miller	1,688 ft (Woven Wire)	\$4,000.00	90
Walter Maas	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	88.5
Samuel Yoho	2,200 ft (High Tensile/Barbed Wire)	\$3,850.00	75

**Cele Duvall made a motion to approve the applications as presented for John A. Bierce, John L. Miller, Walter Mass, and Samuel Yoho for pasture division fence for the AgEP program. Seconded by Jim Anderson. Motion passed.** Charles Reinacher has not submitted all paperwork and Philip Miller submitted his application after the sign-up date.

- Lime

Name	Amount	Cost Share Estimate	Ranking
Lewis Hopkins	50 acres/126.13 Tons	\$2,522.60	85.5

**David McCardle made a motion to approve the application as presented for Lewis Hopkins for lime for the AgEP program. Seconded by Jim Anderson. Motion passed.**

- Water System

Name	Amount	Cost Share Estimate	Ranking
Jeffery Cumpston	1 system	\$2,402.26	80
John W. Miller	1 system	\$2,496.31	70

**Jim Anderson made a motion to approve the applications as presented for Jeffery Cumpston and John W. Miller for water system for the AgEP program. Seconded by Cele Duvall. Motion passed.**

- **Jim Anderson made a motion to accept applications for the AgEP program August 12 to September 13. The applications will be ranked September 13 to October 2. The applications will be presented at the October 10 board meeting. Seconded by David McCardle. Motion passed.**

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) A request from WVACD for a Board of Supervisor picture to be submitted by October 1. 2) Two WV DEP pending mine permits. 3) A letter from Timberland Forestry Services to introduce themselves for consideration of future jobs.

**NEXT MEETING** -The next meeting will be held on Thursday, September 12, 2019 at 10:00 a.m. at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 1:00 p.m.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**