

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**September 12, 2019**  
**10:00 a.m.**

**Supervisors Present**

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

**Others Present**

Veronica Gibson, District Manager, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Kim Fisher, Area Director, WVCA  
Gene Saurborn, Watershed Manager, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Kevin Paul, NRCS  
David Shipman, Soil Conservationist NPCD/NRCS  
J.L. Tennant, CED, FSA  
Bob Straub, CPA, Hartley & Straub  
Harry Aston, NPCD Crew

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 12, 2019 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

**Pledge of Allegiance** – Robert Luchetti led the pledge of allegiance.

**Minutes**

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

**Financial Report**

Financials were reviewed for July and August. **Robert Luchetti made a motion to file the July and August 2019 financials for audit as presented. Seconded by Jim Anderson. Motion passed.**

**Reports**

- District Crew
  - Harry Aston reported he has mowed Harmon Creek #1, 2 & 13 as requested by the WVCA to allow a contractor to complete riser work. Harry will mow the remaining three structures.
  - Gene Saurborn reported the Harmon Creek dams are in very bad shape. Weeds are over six feet tall. The dams should be seeded after they are mowed, and soil samples should be taken. There was a discussion to mow the Harmon Creek dams and others two times a year if funds are available. Additionally, mowing needs to be started earlier in the year and spraying weeds and vegetation needs to be done.

- Soil Tester
  - There are seven farms that need to be tested that were not completed from the list. There was a discussion regarding Cole McCardle working on a part time basis if his class schedule permits it.
- Farm Service Agency (FSA)
  - J.L. Tennant reviewed upcoming deadlines.
  - Plans for a fiber optic line have been moving forward. J.L. shared an email received regarding options for installation of the line to the building. **David McCardle made a motion to have the line installed underground if the district is not financially liable for any work and to grant Frontier the needed right of way as requested. Seconded by Cele Duvall. Motion passed.**
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report that was passed out to each supervisor.
- WV Conservation Agency (WVCA)
  - Kim Fisher reported that the items for her to review from the monthly report all appear on the agenda.
  - Kim delivered the remaining district rack cards that were not used at the state fair.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a monthly report that was passed out to each supervisor. NRCS is working on closing their fiscal year.
- Wheeling Creek Watershed Commission (WCWC)
  - The road at Wheeling Creek – Wolf Run - has been repaired.
  - The work for the boom installation for Wheeling Creek #3 has been awarded.
- District Manager
  - Veronica Gibson shared the invitation to the 2019 WV State Auditor’s training to be held in Wheeling on October 17. No supervisors were interested in attending.
- Visitors
  - None.
- Committee Reports
  - Building Committee – Mark Fitzsimmons and Jim Anderson each have someone that may be interested in looking at the red building to repair the water damage.
  - High Tunnel – All vegetables have been removed from the high tunnel except for the green peppers. Britney Hervey-Farris has a plan and has purchased seeds for a fall/winter planting in the high tunnel. The seeds will be planted next week. There was a discussion to have David Shipman attend a drip irrigation training.

### **Old Business**

- WVACD Annual Scholarship Auction
  - Mark Fitzsimmons reviewed a list of items that have been received for the auction. The list will be shared with each district.

- NPCD Resource Dinner
  - The resource dinner will be held at the USDA Service Center on September 25 at 6:00 pm.
- NPCD Annual Banquet
  - The annual banquet will be held on October 10 at the Event Center at the Highlands at 6:00 pm. There was a discussion regarding who would be invited and a caterer.
- 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's attorney to review before approval by the district board. A response was received and reviewed. **Jim Anderson made a motion to approve the addendums to the Postesta agreement as presented by Bowles Rice. Seconded by Robert Luchetti. Motion passed. Robert Luchetti made a motion to enter into an agreement with Potesta for engineer services pending to their acceptance of the attached addendum and to accept Potesta proposals for Wheeling Creek #7 and Upper Grave Creek #1. Seconded by Charles Pugh. Motion passed.**
- Hands on Ag Day
  - Upcoming plans were reviewed. Hands on Ag Day will be held September 18 & 19.
- WVACD Grant Writing Training
  - David Shipman will attend the training.

### **New Business**

- FY19 Agreed Upon Procedures (AUP)
  - Two bids were received for the FY19 AUP. The bids were from Lowe & Associates and Suttle & Stalnaker. **David McCardle made a motion to accept the bid from Lowe & Associates for the FY19 AUP in the amount of \$3,550.00. Seconded by Jim Anderson. Motion passed.**
- Bowles Rice Engagement Letter
  - An engagement letter was received from Bowles Rice, Attorneys at Law. **David McCardle made a motion to accept the engagement letter as presented. Seconded by Steve Paull. Motion passed.**
- O&M Agreement TVCD
  - **David McCardle made a motion to approve the agreement after the review of the MOU by Bowles Rice. Seconded by Charles Pugh. Motion passed.**
- 2019-08-20 OMR NPCD Risers 6 Structures – Approval of Bid
  - One bid was received from James White Construction in the amount of \$237,540.00. **David McCardle made a motion to accept the bid from James White Construction for \$237,540.00 for agreement 2019-08-20 OMR NPCD Risers 6 Structures. Seconded by Jim Anderson. Motion passed.**

- **Cele Duvall made a motion to have a statewide contract for toe drain repairs and replacements on the dams. Seconded by Steve Paull. Motion passed.**
- **Cele Duvall made a motion to have a statewide contract for painting metal risers on the dams. Seconded by Jim Anderson. Motion passed.**
- Envirothon Teacher Workshop
  - Information for the workshop will be forwarded to local high schools and middle schools with a n interest in the Envirothon.
- NACD Northeast Region Listening Session – October 23
  - Each supervisor was provided with the information for the NACD Listening Session to be held on October 23.
- 2019 Awards Luncheon Registration
  - Each supervisor received a registration for the 2019 Awards Luncheon. Registration is to be turned in to Veronica Gibson no later than September 27.
- Ohio County Country Fair Schedule – October 5 & 6
  - Cele Duvall will attend Saturday morning. Steve Paull will attend Saturday afternoon. Robert Luchetti and Jim Anderson will attend Sunday morning. David McCardle will attend Sunday evening.
- Letters of Request
  - \$3,000.00 – Annual Contribution for O&M Flood Control Structures Cameron
  - \$1,500.00 – Annual Contribution for O&M Flood Control Structures Moundsville

**Jim Anderson made a motion to approve the letters of request for \$3,000.00 for annual contribution for O&M flood control structures for the city of Cameron and \$1,500.00 for annual contribution for O&M flood control structures for the city of Moundsville. Seconded by Steve Paull. Motion passed.**

Name	Practice	Amount	Cost Share
Zach Sberna	PD Fence	2,200 ft	\$3,850.00
Vaunnie Brown	PD Fence	2,175 ft	\$3,806.25

**Cele Duvall made a motion to approve payments for completed AgEP contracts for Zach Sberna - \$3,850.00 and Vaunnie Brown - \$3,806.25. Seconded by Jim Anderson. Motion passed.**

- Modifications
  - Samuel Yoho – was approved for barbed wire fence, wanted woven wire with barbed wire on top. Was approved for \$3,850.00 should be \$4,000.00. **David McCardle made a motion to approve the modification for the cost share amount for Samuel Yoho. The new cost share amount is \$4,000.00. Seconded by Jim Anderson. Motion passed.**

- Lewis Hopkins – was approved for lime at the coal mine property and would like to change it to have half on the coal mine and half on the doctor’s property. **David McCardle made a motion to approve the modification for Lewis Hopkins for the cost share amount to be \$2,444.20 and tons of lime to 122.21. Seconded by Steve Paull. Motion passed.**
- Cancellation
  - Alice Joann Toth – Pasture Division Fence – Landowners request  
**David McCardle made a motion to approve the cancelation of the AgEP contract for Alice Joann Toth per landowner request. Seconded by Jim Anderson. Motion passed.**
- **David McCardle made a motion to extend the current AgEP signup to September 27. Seconded by Jim Anderson. Motion passed.**
- Jenn Kile made the board aware that with the approval of this round of upcoming applications, the district AgEP funds will be depleted. Some cooperators will have to be denied funding.

Correspondence

- David McCardle, Secretary, reviewed the following correspondence: 1) A WVDEP pending mine permit. 2) Invitations to fall banquets from GVCD, ECD, and PVCD. 3) A copy of the Market Bulletin was received.

**NEXT MEETING** –The next meeting will be held on Thursday, October 10, 2019 at 1:00 p.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**