

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
January 14, 2021
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County
Britney Hervey-Farris, Brooke County
Steve Paull, Brooke County
Amy Wade, Ohio County
Robert Luchetti, Ohio County
David McCardle, Marshall County, Secretary/Treasurer
Mark Fitzsimmons, Marshall County, Chairman

Associate Supervisors Present

H. Louis Winters, Ohio County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Gene Saurborn, Director of Watershed Projects, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Technician, NRCS
Kevin Paul, NRCS
Brent Lyons, Forester, WV DOF
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, January 14, 2021 at 10:00 a.m. via teleconference.

Pledge of Allegiance – The pledge of allegiance was recited.

Approval of Agenda – By unanimous decision it was decided to move the agenda item of Wheeling Creek #3 to follow the minutes.

Minutes

David McCardle made a motion to approve the minutes of the December 2020 board meeting as presented. Seconded by Robert Luchetti. Motion passed.

Wheeling Creek #3

- Mark Fitzsimmons reported the following – The NPCD attorney was contacted by the TVCD insurance company and was told that the TVCD will not accept the job of completing repairs to Wheeling Creek #3. Gene Saurborn spoke with NRCS, dam safety and the NPCD attorney to put together a contract for the work.
- Gene Saurborn reported the following – The NPCD attorney talked to Howard Coffield, Chairman of the WCWC, and asked Howard if the WCWC would bid out the job since they are the owners of the dam. Howard said they would not bid it out. He felt that the NPCD

should bid out the job. All information has been sent to the NPCD attorney to create a draft contract to go along with potential bids. The draft contract will go to the NPCD for approval. After the draft contract is approved, a job showing and bid opening will be coordinated.

- Robert Luchetti said he feels that the WCWC should be included in the contract and a special meeting should be held to review the contract instead of waiting until the February board meeting.
- David McCardle agreed with Robert Luchetti. The next WCWC meeting is January 21. Members of the NPCD should attend the meeting to speak to the WCWC board regarding the contract.
- Amy Wade questioned the last email from the NPCD attorney regarding a settlement with the TVCD.
- Chuck Glenn feels the legal costs should be paid for by the TVCD.
- Steve Paull asked if the NPCD attorney will sue the TVCD for the cost of the repairs if the TVCD insurance company does not pay for the repairs.
- Many questions could not be answered. The NPCD attorney was unable to participate in the meeting.
- David McCardle and Robert Luchetti will contact Howard Coffield to request the NPCD be placed on the January 21 WCWC agenda.
- Gene Sauborn has the call-in information for the upcoming WCWC meeting and will email it to Veronica Gibson. Veronica will forward the information to the NPCD board.
- Jim Anderson asked if the NPCD attorney should attend the upcoming WCWC meeting. Mark Fitzsimmons will contact the attorney to attend.

Financial Report

Bob Straub reviewed the district financials for December 2020. **Robert Luchetti made a motion to accept the December 2020 NPCD financials and file for audit. Seconded by Amy Wade. Motion passed.** The bank statements will be available at the accountant's office to pick up for David McCardle to review.

David McCardle asked if rent had been paid from the NPCD to the NPCD Foundation. It has not. An invoice is needed from the NPCD Foundation requesting the payment.

Reports

- District Crew – No report (See agenda item for O&M winter work)
- Farm Service Agency (FSA)
 - Mark Fitzsimmons reported that Roger Dahmer's last day as FSA State Executive Director is January 15.
- WV Division of Forestry (WVDOT)
 - Brent Lyons reviewed a written report. The nursery will be closed until further notice. Brent shared a picture of the champion tree which is in Ohio County. The tree is 300 to 400 years old.
- WV Conservation Agency (WVCA)
 - A copy of the monthly written report was provided to each supervisor for their review.

- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. NRCS is still in phase 0 due to Covid. Only one NRCS employee is working in the office at a time.
 - WVU Extension is offering Zoom meetings for agricultural programs. Katie will share the information for these meetings with the supervisors.
 - NRCS has an 18-month training program available for their new staff. If the NPCD hires a grant employee through NRCS, that employee would be eligible for this training.

- Wheeling Creek Watershed Commission (WCWC)
 - Next meeting will be held January 21 by teleconference.

- Administrative Specialist
 - Veronica Gibson stated that she will be off next week on Monday, January 18 (holiday) and Tuesday January 19 (sick leave).
 - The FY20 audit was scheduled for December 11 and how to be cancelled due to Covid restrictions in the USDA Service Center. A new date has not been scheduled at this time.
 - There is not a lease on file between the NPCD and the NPCD Foundation.
 - Amy Wade asked if board meeting packets could be mailed the week prior to the board meeting when meetings are held by teleconference.

- Visitors
 - None

- Committee Reports
 - Education Committee
 - Mark Fitzsimmons would like to have educational videos posted to the NPCD Face Book page. Videos included rain barrel demonstration, growing vegetables from seed, tapping maple trees and high tunnel planting. The NPCD reached out to Davin White for assistance.
 - High Tunnel Committee
 - Britney Hervey-Farris reported that teaching programs for the high tunnel have been difficult to plan due to Covid. She is hoping to be able to have a program in the early summer.

Old Business

- Professional Cleaning Due to Covid
 - Estimates were received from Long's Cleaning and Epic Restoration for sanitization of the USDA Service Center in the event an employee tests positive for the virus. The estimates were presented to the board. They will be kept on file in case they are needed.

New Business

- Tygart's Valley CD
 - \$1,040.00 – Invoice #1336 – Extra Rooms (Covid 19)
 - \$63,300.00 – Invoice #1337 – Wheeling Watershed Debris Removal

Robert Luchetti made a motion to pay after the NPCD attorney advises to pay. Seconded by Chuck Glenn. Motion passed.

- State Farm Recognition
 - Mark Fitzsimmons reported that the Conservation Farm contest is moving forward at this time. A farm is needed from each county in the district to judge for a district winner to compete in the area contest.
- WVACD Poster & Photo Contest
 - The theme for the 2021 contests is Healthy Forests Healthy Communities. Mark Fitzsimmons requested each supervisor contact schools, groups and individuals interested in the contests. Veronica Gibson will contact all schools and publish both contests in the NPCD newsletter.
- WVACD Scholarship
 - The WVACD scholarship is due to the Sutton office no later than March 1, 2021.
- Hybrid Chestnut Trees
 - Brent Lyons, WV Forester, informed the board that most hybrid chestnut trees are crossed with Chinese, Japanese, or European chestnut trees. Mark Fitzsimmons said some districts have planted the hybrid chestnut trees. Steve Paull said that the West Liberty University has planted some of the trees. Jim Anderson said the Magic Garden in Hancock County would be interested in the trees. More information is needed from an available program. The NP RC&D may have a grant program.
- O&M - Potential Winter Work
 - The WVCA watershed division will send work orders for work that could be completed in the winter months on the Wheeling Creek sites. After the work orders are received, the NPCD will review and decide if work will be completed.
- Winter Newsletter
 - With the assistance of other agencies, Veronica Gibson will complete a winter newsletter. Items will include – information on chestnut trees, 2021 NPCD Auxiliary tree and berry sale, AgEP, reports from cooperating agencies (NRCS, FSA, RC&D, and WVDOF), notice for soil tester position, and available trainings.
- Checking Account Signatories
 - **David McCardle made a motion to remove Charles Pugh and Elizabeth “Cele” Duvall from all NPCD checking accounts that are open at Community Bank and to add Amy Wade and Charles “Chuck” Glenn to all checking accounts at the Community Bank. Seconded by Steve Paull. Motion passed.**
- AgEP
 - Jenn Kile requested a meeting to review the FY22 program. A special meeting/teleconference was scheduled for February 4 at 11:30 am.
 - Payments

Name	Practice	Amount	Cost Share
Scott Harris	Heavy Use Protection Area	1,500 sq. feet	\$1,980.00

Chuck Glenn made a motion to pay S. Harris for his completed AgEP practice. Seconded by Steve Paull. Motion passed.

- 2021 Meeting Locations
 - The February board meeting will be held as a teleconference. The March board meeting might be held at Brooke Hills Park if the Covid situation improves.

Correspondence

- Veronica Gibson reviewed the following – 1) A notice from the McMechen water department regarding water monitoring requirements. 2) A letter from the WV BRIM regarding insurance policy changes.

Jim Anderson – Jim Anderson reported that the next NP RC&D meeting will be held in March and that RC&D dues will be waived. Jim has one farmer interested in the Century Farm Award.

Chuck Glenn – Chuck has one farmer interested in the Century Farm Award.

Amy Wade – Amy received an email notice to complete an annual financial disclosure. She was not aware this was a requirement.

David Shipman – David said he could do a video of compost barrel for the NPCD Face Book page.

Bob Straub – Reminded the board that the IRS mileage rate changed on January 1 to fifty-six cents per mile. As per the NPCD policy, mileage is reimbursed according to the IRS rate.

NEXT MEETING –The next meeting will be held on Thursday, February 11, 2021 at 10:00 a.m. **via teleconference.**

There being no further business, the meeting was adjourned at 12:45 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson