

NORTHERN PANHANDLE CONSERVATION DISTRICT  
Special Meeting  
**February 4, 2021**  
**11:30 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

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Kim Fisher, District Operations Manager – West, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS

Chairman Mark Fitzsimmons called the meeting order Thursday, February 4, 2021 at 11:30 am via teleconference.

**AgEP – FY22**

- ❖ Jennifer Kile reviewed the current year application for each practice as follows:
  - Forage seeding – no change
  - Frost seeding – no change
  - Heavy use protection area – no change. The board requested the cost share rate for gravel for the last 4 years.
  - Invasive species – no change
  - Lime – There was a discussion regarding the current cost share of \$40 per ton. Jennifer will research to see if the current cost share amount has covered cooperator expense and report to the board at their February 11 board meeting.
  - Nutrient management – Currently, the practice only covers pasture fields. There was a discussion to include hayfields. A vote will be taken at the February 11 board meeting.
  - Pasture division fence – Fiscal year dates will be added to section D #2. There was a discussion regarding section C #4 – “only one water system or fence contract per FY”. No change was made.
  - Urban ag – The board asked Jennifer if she felt there should be any changes to the urban ag practice. Jennifer reported that some other districts cost share on blue bird boxes and 3-foot plastic/netted fence. There was a discussion to increase the cost share amount to the cooperator. The board requested that Jennifer present fund totals for the AgEP at the February 11 board meeting. A decision will then be made on changes to the urban ag practice.

- Water exclusion fence – no change
- Woodland exclusion fence – no change
- Water system – There was a discussion regarding the current cost of concrete troughs. Jennifer will get the price of concrete troughs and report it to the February 11 board meeting.
- ❖ Jennifer Kile reviewed the current year eligibility form – no change
- ❖ Jennifer Kile reviewed the current year ranking forms:
  - Heavy use protection area – no change
  - Invasive species – no change
  - Lime – no change
  - Pasture division fence – no change
  - Urban ag – no change
  - Water system – no change
  - Wetland/Woodland exclusion fence – no change.
- ❖ Jennifer Kile reviewed the current AgEP Administrative Agreement. No changes were made at this time.

### **Wheeling Creek #3 Contract for Repairs**

- ❖ Mark Fitzsimmons reported that he spoke to Gene Saurborn. The NPCD attorney has prepared a contract and it has been reviewed by WVCA and NRCS and has been sent back to the attorney for changes. The NPCD has not received a copy of the contract. Mark said that Gene is hoping to advertise for bids for the repairs to Wheeling Creek #3 next week and have a job showing the last week of February.
- ❖ Amy Wade asked if the NPCD will approve the contract. Mark Fitzsimmons said yes and is hoping it will be available for the February 11 board meeting.

### **O&M**

#### **Wheeling Creek Burn Debris**

- ❖ The WVCA provided the NPCD with some winter O&M work. Harry Aston said he would be able to burn debris beginning approximately February 20. The burning will be done on Wheeling Creek #3 and #23. A signed work order needs to be completed before work can begin.

#### **New Trash Racks**

- ❖ Mark Fitzsimmons reported that trash racks need to be installed at Upper Grave Creek #7, #8, and #9. The work will be bid out. Mark was asked by Gene Saurborn if the trash racks could be delivered and stored at the NPCD until they are ready to be installed. Yes, the trash racks can be stored at the NPCD. Debris will need to be removed at these sites when the water level is lowered before the trash racks are installed. There was a discussion regarding the NPCD crew completing the debris removal or bidding the work out. It was decided that that decision would be made later.

### **Promotional Items**

- ❖ There was a discussion regarding the purchase of promotional items. Amy Wade suggested the NPCD post a question to cooperators regarding conservation and the first to answer correctly would win a prize. This could be done on social media. Jennifer Kile suggested a Face Book live event. The prizes would have the district logo and would correspond with the question – rain gauges, soil thermometer, bag, etc. All supervisors agreed with the purchase of promotional items. This will be an agenda item at the February 11 board to set a budget and decide on what items to purchase.

- ❖ Mark Fitzsimmons presented the WVCA seed packet program to the board. A request was received from WVCA for \$400 from each district to mail a total of 2,000 seed packets free of charge to the recipient to promote conservation. Aimee Figgatt will be present at the February 11 board meeting to discuss the program.

Mark Fitzsimmons reported that he received an email from Suzie Funka-Petery regarding available funds for a grant employee through NRCS. The cost share has been extended through September 22, 2022.

There being no further business, the meeting was adjourned at 2:15 pm.

Next meeting – February 11, 10:00 am via teleconference.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**