

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
April 8, 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 – via telephone
Eric Blend, Ohio County – via telephone

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Kim Fisher, District Operations Manager, WVCA
Dustin Coles, Watershed Technician, WVCA – via telephone
Katie Fitzsimmons, District Conservationist, NRCS – via telephone
David Shipman, Soil Technician, NRCS – via telephone
Kevin Paul, NRCS – via telephone
Brent Lyons, Forester, WV DOF – via telephone
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, April 8, 2021 at 10:15 a.m. at Brooke Hills Park in Wellsburg, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

Robert Luchetti made a motion to approve the minutes of the March 2021 board meeting as presented. Seconded by David McCardle. Motion passed.

Financial Report

Bob Straub reviewed the district financials for March 2021. **Robert Luchetti made a motion to accept the March 2021 NPCD financials and file for audit. Seconded by Chuck Glenn. Motion passed.**

David McCardle reviewed the co-administered funds for March. All financials will be filed for audit.

Reports

- District Crew
 - Amy Wade inquired about the status of the burn on Wheeling Creek #3. Mark Fitzsimmons reported that at this time there has not been a work order processed for the debris burn.
 - Farm Service Agency (FSA) – No report
 - WV Division of Forestry (WVDOF)
 - Brent Lyons reviewed a written report. Topics were forest management, fire control, and logging regulation.
 - WV Conservation Agency (WVCA)
 - Kim Fisher reviewed a written report. Highlights included the HB2633/WV Farm Bill passed and that the WV State Fair will be held August 12 – 21. Contact Veronica Gibson to sign up.
 - Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. On April 11, NRCS will begin to work at 50% employee capacity. There will be 2 to 3 NRCS employees working per day in the office.
 - Katie has set a goal to increase NRCS presence in Hancock County. She is looking for a location to hold office hours once or twice a month in Hancock County.
 - Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting will be held on April 15.
 - Administrative Specialist
 - Veronica Gibson noted that a copy of her report is in the meeting packet. Veronica is trying to purchase rain barrels from UOCD. Twenty were requested. Mark Fitzsimmons suggested that Veronica contact Allen Rush for the rain barrels.
 - The new signature cards for the checking accounts are complete. All supervisors may now sign checks.
 - Visitors
 - Eric Blend reported that he has completed and uploaded a video to the NPCD Facebook page regarding how to plant seeds indoors. If there are any other ideas for videos that may be requested, Eric is willing to record them.
 - Committee Reports
 - Education Committee
 - Mark Fitzsimmons reported that the WV Envirothon will be held virtually April 15-16. Ten teams have signed up.
 - Chuck Glenn stated that in the seed packets that were mailed out that there was a flyer for the soil trailer. Chuck asked how the soil trailer could be made available to home schooled children.
 - High Tunnel Committee
 - Britney Hervey-Farris reported that the high tunnel has been opened and weeded by David Shipman and that the strawberries have blooms.
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- Building Committee
 - Veronica Gibson will coordinate with the remaining agencies in the building to have the installation of the LED lights completed and the outside lights.
 - Bids are needed for the repairs of the other side of the red building.
- Legislative Committee
 - Amy Wade reported on a teleconference she attended regarding WV Law, hosted by Mike Brown, as follows:
 - He reviewed the WV state code and compared it to others. He likes the ambiguity in our law, but it needs to be updated.
 - He does not think it is appropriate for the districts to be tied to the WVCA the way they are. Other states give funds directly to the districts.
 - The state should not set per diem rates.
 - Supervisor qualifications should be reviewed to fit the definition of a farmer in the future.
 - Brian Farkas stated that if any change were to be proposed it would need to be retracted by August. Brian talked about conservation and how it needs to be expanded beyond the family farm.
- Equipment Committee
 - Steve Paull reported that the spreader in Brooke County needs repaired. Harry Aston will be contacted to pick up the spreader and bring it to the USDA Service Center for repair. If a spreader is available, one will be taken back to Brooke County.

Old Business

- Wheeling Creek #3 - Updates
 - Dustin Coles reported that he has been to Wheeling Creek #3 and not much as changed at the excavated area. The boom is working as it should.
 - Mark Fitzsimmons reported that the job showing will be held April 16 at 10:00 a.m. The meeting place will be Cabela's parking lot, and all will travel to the site from there. The NPCD attorney has prepared the contract. The bid opening will be May 7 at 1:00 p.m. at the USDA Service Center in McMechen.
- State Farm Recognition
 - Farms have been selected for the northern panhandle as follows:
 - Hancock County – Elbert & Douglas Allison
 - Brooke County – Eric Freeland
 - Ohio County – Susan Smith
 - Marshall County – Jeff Allen
 - The decision for a statewide contest has not been determined.
- Statement of Review of EAP – Upper Grave Creek
 - Ed Martin called Veronica Gibson before the meeting to inform the district that he has been in touch with WV DEP and there will be no fines for the late submission of the corrected EAP. The plans are not ready for district review.
- NPCD/UOCD Grant Employee
 - The position has been offered and the applicant will respond by April 12.

New Business

- State Legislative Committee Report
 - Topic covered under committee reports.
- FY22 NP RC&D MOU
 - **David McCardle made a motion to accept the NP RC&D MOU as presented. Seconded by Amy Wade. Motion passed.**
- NPCD Logo
 - Amy Wade asked Davin White to create a district logo to be used for educational/urban ag topics. Four logos were presented. **Jim Anderson made a motion to accept one of the logos presented for educational/urban ag topics. Seconded by David McCardle. Motion passed.**
- Supervisor Travel & Per Diem Meal Reimbursement Rate
 - **Jim Anderson made a motion to increase the supervisor meal reimbursement rate to \$56 per day and receipts must be included. Seconded by Robert Luchetti. Motion passed.**
- Soil Tester Applications
 - One application has been received for the soil tester position. The closing date for the position is April 30. **Jim Anderson made a motion to table the review of the soil tester applications. Seconded by Robert Luchetti. Motion passed.**
- Work Crew Employee
 - An applicant was interviewed for the O&M work crew. **Robert Luchetti made a motion to hire the applicant at \$11 an hour for the burn on Wheeling Creek #3. Seconded by Steve Paull. Motion passed.** Amy Wade opposed.
- Poster Judging
 - Posters were received for the annual poster contest. They will be judged following the meeting.
- UOCD Grant Reimbursement Invoice - \$43,173.33
 - **Jim Anderson made a motion to pay the invoice from the UOCD for the amount due to them for the expenses of the NRCS grant employee in the amount of \$43,173.33. It will be paid from the general fund. Seconded by Robert Luchetti. Motion passed.**
- NPCD Policy Manual
 - Associate Supervisor Guidelines – Term, Reimbursements. Etc.
 - Mark Fitzsimmons appointed a committee to submit guidelines for associate supervisors. The committee members are David McCardle, Jim Anderson, and Veronica Gibson.
 - Term Limits for Officers
 - **Jim Anderson made a motion to not have term limits for officers and to keep the election as an annual election. Seconded by Robert Luchetti. Motion passed.** Amy Wade opposed.

- Schedule a Special Meeting Monthly
 - **David McCardle made a motion to schedule a special meeting the fourth Thursday of each month as needed. Seconded by Steve Paull. Motion passed.**
- Letter of Request
 - \$11,795.00 – NP RC&D
Jim Anderson made a motion to sign and submit the LOR for the NP RC&D. Seconded by David McCardle. Motion passed.
- New Conservation Agreements
 - Seeing Hands Association/Ohio County/.5 acres
 - Stephen & Cathleen Harr/Marshall County/.5 acres
 - Sharon Ebbert/Marshall County
 - John Ebbert III & Kari Maury/Marshall County
 - Maple Valley Orchards-Kathryn Young/Brooke County

Robert Luchetti made a motion to approve the conservation agreement for Seeing Hand Association, S. & C. Harr, S. Ebbert, J. Ebbert & K. Maury, and Maple Valley Orchards-K. Young. Seconded by Chuck Glenn. Motion passed.
- AgEP
 - Applications

Name	Practice	Amount	Cost Share Estimate	Ranking
Kathryn Young	Lime	4.2 Tons/2.10 acres	\$84.00	80
Sharon Ebbert	PD Fence	1500ft (Barbed/HT)	\$2,600.00	122.5
Cathleen Harr	UA	Raised beds/Soil and rain barrels	\$250.00	95
Michaelene Frye	PD Fence	1100 FT (Woven wire)	\$2,600.00	122
Thomas Gibson	UA	Raised beds, soil, rain barrels, compost bins	\$250.00	90
Brian Moore	PD Fence	1500 FT (Barbed/ HT)	\$2,600.00	119.5
Seeing Hands Association	UA	Soils and mulching, compost bins	\$250.00	70
Kari Maury	PD Fence	1500 Ft (Barbed/HT)	\$2,600.00	119.5
Elbert Allison	PD Fence	1500 Ft (Barbed/HT)	\$2,600.00	110.5

David McCardle made a motion to approve applications for K. Young, S. Ebbert, C. Harr, M. Frye, T. Gibson, B. Moore, Seeing Hands Association, K. Maury, and E. Allison. Seconded by Jim Anderson. Motion passed.

- Payments

Name	Practice	Amount	Cost Share
Kimberly Riggle	Forage Seeding	15 acres	\$634.86
Rosemary Conner	PD Fence	1591 Feet	\$2,600.00
Mike Weeks	Lime	89.69 Tons	\$1,619.20

Jim Anderson made a motion to pay K. Riggle, R. Conner, and M. Weeks for their completed AgEP practices. Seconded by Robert Luchetti. Motion passed.

- The first round for FY22 practices will be as follows:
 - Applications accepted May 3 – May 28
 - Ranking period May 31 to June 21
 - Applications will be presented at the July 8 board meeting.

Correspondence

- David McCardle, Secretary/Treasurer, reviewed the following correspondence – None available.

NEXT MEETING -The next meeting will be held on Thursday, May 13, 2021 at 10:00 a.m. **at the USDA Service Center in McMechen in the garage.**

There being no further business, the meeting was adjourned at 12:40 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson