

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**August 12, 2021**  
**10:00 a.m.**

**Supervisors Present**

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

**Supervisor Absent**

Mark Fitzsimmons, Marshall County, Chairman

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Brent Lyons, Forester, WV DOF  
Harry Aston, NPCD Work Crew

Vice-Chairman Jim Anderson called the meeting to order on Thursday, August 12, 2021, at 10:00 a.m. at the USDA Service Center garage in McMechen, WV.

**Pledge of Allegiance** – The pledge of allegiance was recited.

**Minutes**

**Robert Luchetti made a motion to approve the July 2021 board meeting minutes and the minutes of the July 22, 2021, special meeting as presented. Seconded by Steve Paull. Motion passed.**

**Financial Report**

- Bob Straub was unable to attend the meeting. District financials for July will be reviewed at the September board meeting.
- Chuck Glenn, treasurer, reviewed the co-administered funds for June and July of 2021.  
**Robert Luchetti made a motion to approve and file the June and July 2021 co-administered financials and file for audit. Seconded by David McCardle. Motion passed.**

**Reports**

- District Crew – Harry Aston reported the following:
  - All the Wheeling Creek dams are complete for mowing and weed eating. He will work on Upper Grave Creek next.

- The skid steer is still at Knight's Farm Supply. Knight's have contacted the company regarding the codes that are appearing on the skid steer. They have not heard back from the company.
- David McCardle asked if the Cub Cadet mower that the district owns is getting used. Harry said it will be used in the fall.
- Farm Service Agency (FSA) – No report
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report for 07/07/2021 to 08/09/2021. The report will be filed with the minutes.
  - There was a discussion regarding a forestry plan with an Ohio County cooperater.
- WV Conservation Agency (WVCA)
  - A copy of the monthly report was reviewed by the board members. The report will be filed with the minutes.
  - Kim Fisher asked Veronica Gibson to point out the return-to-work date for WVCA employees is no longer September 7. A return date has not been set at this time. The State Conservation Farm tour will be held as a video judging.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report. The report will be filed with the minutes. Hands on Ag Day is still planned for September.
  - Logan Marino submitted a written report. The report will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC)
  - No report.
- Administrative Specialist
  - Veronica Gibson reported she is working on the WVACD nominations and the Carroll Greene award. Both are due September 1. There was a discussion regarding the district hiring an employee.
- Visitors
  - Karen Cox, WVU Ohio County Extension Agent, Agriculture & Natural Resources – Karen spoke about upcoming projects and asked if the district would like to participate. It was discussed to have upcoming extension events published in the district newsletter and upcoming district events published in the extension newsletter.
- Committee Reports
  - Education Committee
    - Amy Wade reported the following:
      - The WV Soil Trailer will be at the USDA Service Center in McMechen on September 14. It was discussed to have an educational day at the office to include the soil trailer. This will be discussed more at a special meeting to be held on August 26.

- High Tunnel Committee
  - Britney Hervey-Farris reported the following:
    - Plans for fall planting are moving forward.
- Building Committee
  - Jim Anderson reported the following:
    - He suggested installing insulation in the ceiling of the new garage addition in case of meeting into the winter.
    - David McCardle would like to have more security cameras installed on the property.
- Legislative Committee
  - Amy Wade reported the following:
    - Amy had a draft copy of proposed changes to the state code. She offered to make a copy for any supervisor that would want one. There was a discussion regarding the eligibility requirements for a district supervisor. The district board likes the way the requirements are stated now with the addition of \$1,000 annual income from the farm and the owner of at least 5 acres.
- Equipment Committee
  - Jim Anderson reported the following:
    - Jim has the 2007 lime spreader. It is need of repairs. Jim can fix it and would like to keep it in Hancock County for a rental. All board members agreed to allow Jim to fix the spreader and claim per diem for his time.

### Old Business

- Wheeling Creek #3 – Updates
  - David McCardle reported that the NPCD attorney has submitted all paperwork to the TVCD insurance.
- FY22 Ohio County Commission Agreement
  - **David McCardle made a motion to approve the O&M agreement with the Ohio County Commission as received. Motion died for lack of a second.**
- Wheeling Creek EAPs – Statement of Review
  - The Wheeling Creek EAPs were not received.
  - Amy Wade would like to have a meeting for all EAPs. The meeting attendees should include EMS directors and monitors.

### New Business

- Wheeling Creek Debris Cleanup and Burn Contract Timeline
  - Each supervisor received a copy of the 2021-08-19 OMR NPCD WC Debris Removal and Burn contract development form and a proposed timeline for the job showing and bid opening for Wheeling Creek site #3, #7, #18, #23, and #25. **David McCardle made a motion to approve the contract timeline as presented. Seconded by Chuck Glenn. Motion passed.** The job showing will be held on August 19 at 10:00 am at Cabela's parking lot. The bid opening will be August 31 at 10:00 am at the USDA Service Center in McMechen.

- WVACD 2021-2022 Membership - \$4,000
  - **David McCardle made a motion to pay the 2021-2022 WVACD membership dues of \$4,000. Seconded by Amy Wade. Motion passed.**
- WVACD Scholarship Auction
  - Jim Anderson reported that the district had the option to purchase items for the WVACD scholarship auction and/or donate to the fund. **Robert Luchetti made a motion to spend up to \$500 for the purchase of auction items by Mark Fitzsimmons for the WVACD scholarship auction. Seconded by David McCardle. Motion passed.**
- Awards Banquet Registration
  - Each supervisor received a copy of the registration for the WV Conservation Awards Banquet. Registration is due to Veronica Gibson no later than September 24.
- National Conservation Foundation – Next Generation Leadership Institute (NGLI)
  - **David McCardle made a motion to pay \$1,200 for registration and daily per diem for Amy Wade to the National Conservation Foundation for the NGLI if she decides to attend. Seconded by Chuck Glenn. Motion passed.**
- Lowe & Associates, PLLC FY20 AUP Invoice - \$3,550
  - **David McCardle made a motion to pay the invoice in the amount of \$3,550 to Lowe & Associates for the FY20 AUP. Seconded by Robert Luchetti. Motion passed.**
- Dallas Community Center Rental
  - The local group meeting held on July 27 was not able to be held in the shelter in Dallas. It had to be moved to the community center. **David McCardle made a motion to pay \$85 to the Dallas Community Center for the use of their center. Seconded by Amy Wade. Motion passed.**
- 2022 Tree Sale
  - **David McCardle made a motion to have the 2022 tree sale to benefit NPCD auxiliary education programs. Seconded by Robert Luchetti. Motion passed.**
- Letters of Request
  - \$3,550.00 – FY20 Audit Reimbursement
  - \$17,575.00 – NP RC&D Support
  - \$27,000.00 – FY22 AgEP Allocation

**David McCardle made a motion to sign and submit the letters of request for FY20 Audit Reimbursement, NP RC&D Support, and FY22 AgEP Allocation. Seconded by Robert Luchetti. Motion passed.**
- New Conservation Agreements
  - Eric & Brianna Blend/Ohio County/40 acres
  - David Hummel, Jr./Marshall County/300 acres

**Robert Luchetti made a motion to accept and approve E. & B. Blend and D. Hummel as new cooperators. Seconded by Chuck Glenn. Motion passed.**

- AgEP
  - Jennifer Kile informed the board members that August 18 is the last day for cooperators to submit their signed contracts for FY22 approved practices. There was a discussion regarding another sign up if approved applications are cancelled due to the district not receiving their signed contract by August 18. This will be an agenda item at the August 26 special meeting.
  - Jennifer encouraged the supervisors to begin thinking about program planning for FY23.

**Correspondence**

- None.

**Other Reports**

- David McCardle reported on a meeting that was held with dam safety, NRCS, WVCA, and Consol Coal. The coal mine will perform long wall mining at several Upper Grave Creek sites beginning in February 2024.
- Amy Wade reported that Katie Fitzsimmons was nominated as a Woman of Agriculture for the state of WV. Amy wanted to be sure that a supervisor would attend the upcoming job showing to be held on August 19 for the Wheeling Creek dams. Amy reported that Brian Farkas offered to write a standard operating procedure for emergency action plans for dams. She asked Brian to assist the district with an insurance review and he stated he would contact BRIM. Brian also discussed that all O&M sponsorship agreements go through the state.

**NEXT MEETING** –The next meeting will be held on Thursday, August 26, 2021, at **6:00 p.m.** at the USDA Service Center in McMechen in the office.

The next board meeting will be held on Thursday, September 9, 2021, at 10:00am at the USDA Service Center in McMechen in the garage.

There being no further business, the meeting was adjourned at 11:40 a.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**