

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**September 9, 2021**  
**10:00 a.m.**

**Supervisors Present**

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

**Supervisor Absent**

Chuck Glenn, Hancock County - Treasurer

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
H. Lou Winters, Ohio County Associate Supervisor  
Karen Cox, WVU Ohio County Extension Agent, Agriculture & Natural Resources  
Nick Beaver, Soil Conservationist, NRCS  
Bob Straub, CPA

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 9, 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**

**David McCardle made a motion to approve the August 2021 board meeting minutes with the following changes: New Cooperator Agreement – Eric Blend should be Ohio County, listed as Marshall County. Other Reports – Amy Wade “asked Brian to assist the district with an insurance review and he suggested that the district contact BRIM” statement should be “he would contact BRIM”. Motion to approve the August 26 special meeting minutes with the following correction – Chuck Glenn was present, and Steve Paull was absent. Seconded by Robert Luchetti. Motion passed.**

**Financial Report**

- Bob Straub reviewed the NPCD financials for July and August of 2021. **Robert Luchetti made a motion to file the financials for audit. Seconded by Jim Anderson. Motion passed.**
- Chuck Glenn, treasurer, was absent from the meeting. No report for the August 2021 co-administered funds.

## Reports

- District Crew
  - Veronica Gibson reported the following for Harry Aston – All of the Upper Grave Creek dams will be completed by September 12. The skid steer seems to be in good working order. Harry has used it for 10 hours since the repairs have been made. Harry will be on vacation next week.
- Farm Service Agency (FSA)
  - Mark Fitzsimmons reported that J.L. Tennant, CED, asked Mark if the district would like to have FSA help with the equipment rental. It was decided that at this time the district will continue the program as it is currently run.
- WV Division of Forestry (WVDOF) – No Report
- WV Conservation Agency (WVCA)
  - A copy of the monthly report was reviewed by the board members. The report will be filed with the minutes.
  - Mark Fitzsimmons discussed the WVACD auction. Districts may make donations to the auction. Checks will need to be made payable to WVACD with the remitter stated for Education Committee. It has not been decided if the auction will be cancelled.
- Natural Resource Conservation Service (NRCS)
  - Nick Beaver reviewed the written NRCS report. The report will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC)
  - Robert Luchetti reported that a meeting will be held today for PA dam inspections. He will attend this meeting. A discussion followed regarding the sponsorship of the PA dams. Amy Wade reported that the Ohio County Commission is questioning why they sponsor this watershed. Robert Luchetti will speak to them about their role.
- Administrative Specialist
  - Veronica Gibson reported she received the contract for the 2022 tree sale order. A percentage is due currently to reserve the trees. Not all trees requested are available. The district will be put on a list for cancellations.
  - The billing for the Wheeling Creek O&M has been submitted to the WVCA watershed and is pending approval for payment.
- Visitors
  - Karen Cox, WVU Ohio County Extension Agent, Agriculture & Natural Resources – Karen reported that Wheeling Park High School now has an ag teacher. Karen asked the district if they would be interested in pursuing an internship with West Liberty University students. A decision was not made.

- Committee Reports
  - Education Committee
    - Mark Fitzsimmons reported the following:
      - Hands on Ag Day is cancelled. Britney Hervey-Farris asked if Hands on Ag Day funds could be used to create videos that could be used in the classrooms for the students in Brooke and Marshall counties. The videos would be interactive and present Hands-on Ag Day topics. This would be a good way to get all northern panhandle counties involved in Hands on Ag Day. Britney will do a survey and send to each county to find out if they are interested.
  - High Tunnel Committee
    - Britney Hervey-Farris reported the following:
      - Strawberry plants will be brought to the office next week to be planted in the high tunnel. Beans were planted.
  - Building Committee
    - Jim Anderson reported the following:
      - Two contractors are coming today to look at the garage and possibly submit a bid for the upgrades requested.
  - Legislative Committee
    - Amy Wade reported the following:
      - There is a state legislative meeting on September 16 at the office in Sutton. She passed all recommendations from the district board to the state for the state code review.
  - Equipment Committee
    - Jim Anderson reported the following:
      - He purchased the parts needed to repair the 2007 spreader. He has not had a chance to repair the spreader yet.
  - O&M Committee
    - Amy Wade reported the following:
      - The WVCA emailed original O&M agreements to the district. They need to be printed and filed.
    - Veronica Gibson reported the following:
      - A copy of the annual inspection schedule was shared with all supervisors.
      - A letter from WV DEP regarding the status of Wheeling Creek #23 as “deficient” due to improper hazard classifications and inadequate design storm capacities. The WVCA and NRCS were included as recipients of this letter.
      - September 13 is the start date for the Wheeling Creek debris removal and burn.

### **Old Business**

- Wheeling Creek #3 – Updates
  - A copy of the third letter from the NPCD attorney to the TVCD insurance company was presented to each supervisor.

- FY22 Ohio County Commission Agreement
  - **David McCardle made a motion to table the O&M agreement with the Ohio County Commission. Seconded by Jim Anderson. Motion passed.**
- Wheeling Creek EAPs – Statement of Review
  - **Robert Luchetti made a motion to table the Wheeling Creek EAPs – statement of review. Seconded by Jim Anderson. Motion passed.**

### **New Business**

- National Conservation Foundation – Next Generation Leadership Institute (NGLI) – Letter of Support
  - Amy Wade needs a letter of support from the NPCD for her application to the NGLI.
- 2021 WV Women in Agriculture Sponsorship
  - A request was received for the WVU 2021 WV Women in Agriculture for sponsorship. **Jim Anderson made a motion to sponsor two women from each northern panhandle county by paying for their registration. Seconded by David McCardle. Discussion. Motion rescinded. Jim Anderson made a motion to reimburse two women (a total of eight) from each county for paid registration and proof of attendance to the WVU WV Women in Agriculture. Seconded by David McCardle. Motion passed.**
- Bailey & Wyant Invoice Approval
  - An invoice was received from Bailey & Wyant for payment for services from June 1, 2021, through July 26, 2021, in the amount of \$6,522.50. **David McCardle made a motion to pay the invoice from Bailey & Wyant in the amount of \$6,522.50 from the NPCD general fund account. Seconded by Steve Paull. Motion passed.**
- Prize Wheel for Education Programs
  - There was a discussion to purchase a prize wheel to be used at educational programs. It was decided to borrow one to see if it is the one the district wants to order.
- FY21 Agreed Upon Procedures (AUP) Bids
  - Two bids were received for the FY21 AUP – Lowe a & Associates and Suttle & Stalnaker. The low bid was from Lowe & Associates in the amount of \$3,550.00. **David McCardle made a motion to accept the low bid for the FY21 AUP from Lowe & Associates in the amount of \$3,550.00. Seconded by Steve Paull. Motion passed.**
- Education Day – September 14
  - The education day that was to be held on September 14 has been cancelled.
- EAP Review Meeting – Refreshments – September 16
  - **Jim Anderson made a motion to budget up to \$100.00 for refreshments for the EAP review meeting to be held on September 16. Seconded by David McCardle. Motion passed.**

- Letters of Request
  - \$1,500.00 – FY22 O&M City of Moundsville Flood Control
  - \$3,000.00 – FY22 O&M City of Cameron Flood Control
  - \$10,000.00 - FY22 O&M Marshall County Flood Control

**David McCardle made a motion to sign and submit the letters of request for FY22 flood control for city of Moundsville, city of Cameron, and Marshall County. Seconded by Steve Paull. Motion passed.**

- AgEP
  - Cancellations

Names	Practice	Amount	Cost Share
Kenneth Janizewski	Invasive Species	18.07 acres	\$600.00
Graham Longworth	Nutrient Management	25 acres	\$1,138.44
Vaunnie Brown	Lime	35.97 acres/60.6 tons	\$1,212.00
<b>Cancelation Total</b>			<b>\$2,950.44</b>

**David McCardle made a motion to cancel the approved applications for K. Janizewski (signed contract not received), G. Longworth (signed contract not received), and V. Brown (landowner no longer interested at this time). Seconded by Jim Anderson. Motion passed.**

After a discussion it was decided to approve unfunded applications in the order of ranking score from the previous round of applications now that more funds have become available from cancellations.

**Previously Unfunded Application in Ranking Score Order**

Mindy Growe	Water System	1 water System	\$2,318.66	65 (5/18)
Brett Lemley	Nutrient Management	13.82 Acres	\$580.42	60
John (Jay) Bierce	PD Fence	1,100 ft (Woven Wire)	\$2,600.00	99
David Henderson	Lime	30.04ac/50.98 Tons	\$1,019.60	37.8
Grant Carter	Water System	1 system	\$2,600.00	65 (5/28)
Tammy Clark	PD Fence	1,100 ft (Woven Wire)	\$2,600.00	97.5 (5/25)
Charles Reinacher	Water System	1 System	\$2,433.61	50
Michaelene Frye	PD Fence	1,100 ft (Woven Wire)	\$2,600.00	97.5 (5/28)
Scott Andernora	Water System	1 System	\$2,569.46	55
Zachary Sberna	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	96
Greg Knight	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	93
Jerry Knight	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	92.5
Kari Maury	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	91.5
Mark Fitzsimmons	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	77.5
Elbert Allison	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	77
Kenneth Jim Anderson	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	52
Matthew Bonar	PD Fence	1,500 ft (High Tensile/Barbed Wire	\$2,600.00	35

**David McCardle made a motion to approve M. Growe and B. Lemley for the AgEP.**

**David McCardle made a motion to allow the executive committee of the NPCD to approve unfunded applications in ranking order if funds become available. Seconded by Steve Paull. Motion passed.**

**Correspondence**

- None.

**NEXT MEETING** –The next board meeting will be held on Thursday, October 14, 2021, at 10:00 a.m. via teleconference.

There being no further business, the meeting was adjourned at 12:30 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**