

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**October 14, 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  
Mark Fitzsimmons, Marshall County, Chairman

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jenn Kile, Conservation Specialist, WVCA  
Kim Fisher, District Operations Manager-West, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Logan Marino, NRCS/NPCD, Soil Conservationist  
Brent Lyons, Forester, WVDOF  
Bob Straub, CPA

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

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

**Minutes**

- **Jim Anderson made a motion to approve the September 2021 board meeting minutes as presented. Seconded by Steve Paull. Motion passed.**

**Financial Report**

- Bob Straub reviewed the NPCD financials for September 2021.
- Chuck Glenn reviewed the co-administered funds and NPCD bank statements for August and September 2021. Chuck asked why the NPCD Auxiliary account became overdrawn. Accountant Bob Straub accepted responsibility and will refund the overdraft fees. There was a deposit made to the NPCD Auxiliary fund from the NPCD Foundation. Chuck asked when the motion was made to transfer the funds. There will be a NPCD Foundation meeting following this board meeting.
- All financials will be filed for audit.

**Reports**

- District Crew
  - Mark Fitzsimmons reported that Harry Aston will work at the Harmon Creek dams on October 16 and October 18 and 19.

- Farm Service Agency (FSA)
  - No report.
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report that will be filed with the minutes.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed the written report that will be filed with the minutes. The WVCA staff will continue to telework.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons and Logan Marino reviewed their written reports that will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC)
  - Robert Luchetti reported that work to remove trash has been started at PA647 and PA648.
  - The next meeting will be held on October 21.
- Administrative Specialist
  - Veronica Gibson let the supervisors know that there are checks that need a supervisor signature.
  - Supervisor packets were not received in time for the meeting. The holiday and mail running slower could have been the cause.
- Visitors
  - None.
- Committee Reports
  - Education Committee
    - Mark Fitzsimmons asked if photos were taken at the county fairs that the district participated in. If so, please get the pictures to the district so they can be submitted in the annual education book and the district Facebook page.
  - High Tunnel Committee
    - Britney Hervey-Farris reported that strawberries were not planted in the high tunnel. Logan Marino said that peppers were planted. Britney suggested other vegetables to be planted could be carrots, beets, spinach, or kale. Logan reported that there was 429 pounds of vegetables donated this season.
  - Building Committee
    - Jim Anderson, nor the district office, did not receive any bids for work on the outdoor building. Mark Fitzsimmons will check with a contractor.
  - Legislative Committee
    - Amy Wade received the latest version of the proposed legislative changes last week. She will provide it to each supervisor. Amy attended a legislative meeting in September. At the meeting there was a discussion on qualifications of a candidate for supervisor and district accountability.

- Equipment Committee
  - David McCardle reported that a cooperater had the no-till drill and said that there is minor maintenance needed on two or three things. David felt Harry Aston could take care of the repairs.
  - Jim Anderson has made the repairs to the 07 spreader. It is ready to be rented in Hancock County.
- O&M Committee
  - Amy Wade reported that the EAP meeting held in September was well attended.

### Old Business

- Wheeling Creek #3 – Updates
  - Mark Fitzsimmons spoke to the NPCD attorney and reported that the TVCD insurance has responded. The insurance company wants to hire an engineer to review.
- FY22 Ohio County Commission Agreement
  - **All supervisors approved to table the review of the agreement until it is reviewed by the NPCD attorney.**
- Wheeling Creek EAPs – Statement of Review
  - The EAP's will be ready for the November meeting.

### New Business

- American Insurance Agency Review – Eric Jack
  - Eric Jack did not attend the meeting.
- 2021-8-19 OMR NPCD WC Debris Removal and Burn – Invoice Approval \$70,400.00
  - **David McCardle made a motion to approve the invoice for payment for contract 2021-8-19 OMR NPCD WC Debris Removal and Burn upon the approval of the WVCA watershed. Seconded by Robert Luchetti. Motion passed.**
  - Amy Wade noted that after the work was completed that she counted 22 round bales of hay in the flood pool. Robert Luchetti said that as per the contract and job showing, the round bales that were inaccessible at the time of cleanup did not need to be removed. Removal would have to wait until the round bales moved closer.
- WVACD Survey
  - The survey is due November 1. All supervisors were emailed a copy of the survey.
- NPCD Employee
  - There was a discussion to hire an employee and the duties of the employee. In the past, the Wheeling Creek Watershed Commission (WCWC) paid an amount for the salary of the employee because part of the employee's duties was to administer the WCWC. Jim Anderson will propose to the WCWC at their October meeting the topic of sharing an employee. **David McCardle made amotion to table the decision to hire an employee until the November board meeting. Seconded by Robert Luchetti. Motion passed.**

- NPCD Awards Banquet
  - **David McCardle made a motion to not host an NPCD awards banquet this year due to COVID. Seconded by Steve Paull. Motion passed.**
- Quarterly Meeting/Awards Program
  - **Amy Wade made a motion to hold a meeting at the Highlands Event Center on October 19 to view the live awards program. Seconded by Jim Anderson. Motion passed.**
- Contest Awards Presentation/Distribution
  - **Jim Anderson made a motion to mail the awards for the state photo and contest winners. Seconded by Steve Paull.**
  - Jim Anderson will present the Century Farm winner sign to the Hancock County farm family.
- WV Farm Bureau Annual Meeting – November 14-16, 2021
  - The annual WV Farm Bureau meeting will be held at Oglebay park.
- National Grazing Lands Conference – December 6-9, 2021
  - Jim Anderson and Chuck Glenn would like to attend the national grazing lands conference to be held in Myrtle Beach, SC. There was a discussion regarding the budget for the supervisor travel and per diem and that at this point the funds spent are under budget. Also discussed were upcoming meetings and the possibility of Amy Wade’s acceptance to the NGIL.
  - **David McCardle made a motion to reimburse half of the cost of registration and hotel and reimburse the cost of mileage, per diem, and meals. Seconded by Amy Wade. Discussion. Amy Wade amended the motion to reimburse the full cost of registration, hotel, mileage, per diem and meals. Motion died for lack of a second. Discussion. All in favor of reimbursing half the cost of registration and hotel and reimbursing the full cost of mileage, per diem, and meals.**
- Price for Spring Box Materials
  - **David McCardle made a motion for the cost of three feet of spring box materials to be \$40. Seconded by Steve Paull. Motion passed.**
- 2022 Pocket Calendar
  - **David McCardle made a motion to purchase 100 pocket size calendars (stapled seam, not spiral). Seconded by Steve Paull. Motion passed.**
  - Mark Fitzsimmons, Jim Anderson, and Amy Wade requested a monthly planner for 2022 without a spiral seam.
- November Board Meeting Date
  - **David McCardle made a motion to hold the November board meeting on Friday, November 12 at 10:00 a.m. Seconded by Jim Anderson. Motion passed.**
  - The location of the meeting is to be determined.

- AgEP
  - Payment
    - Brett Lemley – Nutrient Management - \$580.42  
**David McCardle made a motion to pay the completed AgEP practice for B. Lemley as presented. Seconded by Jim Anderson. Motion passed.**

**Correspondence**

- None

**NEXT MEETING** -The next board meeting will be held on **Friday, November 12, 2021, at 10:00 a.m.**  
**Location to be determined.**

There being no further business, the meeting was adjourned at 1:10 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**