

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

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County - Treasurer
Amy Wade, Ohio County - Secretary
Robert Luchetti, Ohio County
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County, Chairman

Supervisors Absent

Steve Paull, Brooke County
Britney Hervey-Farris, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jenn Kile, Conservation Specialist, WVCA
Bob Straub, CPA
Karen Cox, WVU Extension, Ohio County Agent, Agriculture and Natural Resources
Eric Jack, Insurance Agent, American National

Chairman Mark Fitzsimmons called the meeting to order on Thursday, November 12, 2021, at 10:00 a.m.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Robert Luchetti made a motion to approve the October 2021 board meeting minutes with the correction of a motion regarding the national grazing conference that was corrected before this meeting. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for October 2021. **Robert Luchetti made a motion to file the NPCD financials for audit. Seconded by David McCardle. Motion passed.**
- Chuck Glenn reviewed the co-administered funds for October 2021.
- All financials will be filed for audit.

Reports

- District Crew
 - Harry Aston reported that all dams are completed as per O&M work orders. Harry said that there may be work orders presented by the WVCA for additional work such as tree removal.

- There was a discussion regarding mowing the PA dams. The NPCD will contact the Wheeling Creek Watershed Commission (WCWC) to request that the WCWC present the work in writing to be completed by the NPCD.
- Mark Fitzsimmons asked Harry about the condition of the equipment. Harry said the skid steer is working as it should. A small repair is needed on the Ventrac. Routine maintenance will be completed on the equipment soon.
- Farm Service Agency (FSA)
 - No report.
- WV Division of Forestry (WVDOP)
 - No report.
- WV Conservation Agency (WVCA)
 - A written report was received and reviewed. The report will be filed with the minutes.
- Natural Resource Conservation Service (NRCS)
 - A written report was received and reviewed. The report will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that the WCWC wants the PA dams mowed.
- Administrative Specialist
 - Veronica Gibson reported that she is working on the items requested for the FY21 AUP.
- Visitors
 - Karen Cox reported that winter ag dinners have been scheduled to begin in January. A request for support will be presented at the next board meeting.
- Committee Reports
 - Education Committee
 - No report.
 - High Tunnel Committee
 - No report.
 - Building Committee
 - Jim Anderson reported that the price of metal for the building upgrades is priced very high at this time. Other options need to be explored. There was a discussion concerning waiting to upgrade the building as planned or to wait until after the winter months.
 - Legislative Committee
 - Amy Wade reported that Legislative Day at the Capitol will be held on the evening of February 7 and the day of February 8. Meadow View Farm will be recognized on the floor of the House and Senate committees. The WVCA has requested district banners and rack cards for the event.
 - Amy reviewed the proposed changes to the code (9th edition).

- Equipment Committee
 - David McCardle reported that Harry will complete repairs to the no-till drill and winterize rental equipment as needed.
- O&M Committee
 - No report.

Old Business

- Wheeling Creek #3 – Updates
 - No new updates.
- FY22 Ohio County Commission Agreement
 - Amy Wade spoke to Randy Russell regarding the changes that they requested to the agreement. Now that the Ohio County Commission has a better understanding of the agreement, Randy said it would be possible that changes would not be made. Amy has not heard back from Randy.
 - **Jim Anderson made a motion to table the FY22 Ohio County Commission Agreement until the January board meeting. Seconded by David McCardle. Motion passed.**
- Wheeling Creek EAPs – Statement of Review
 - Kim Neal emailed the updated EAPs with the corrections requested. More corrections have been requested. The EAP's will be ready for the December board meeting.
- NPCD Employee
 - **David McCardle made a motion to advertise for a district employee.** There was no second to the motion. David McCardle withdrew his motion.
 - The WCWC agreed to contribute \$8,000.00 per year towards a district employee. The employee would do administrative work for the WCWC.
 - **Robert Luchetti made a motion to table the agenda item to hire an NPCD employee. Seconded by David McCardle. Motion passed.**
 - A teleconference will be held on November 19 at 9:00 am to discuss duties of the employee.

New Business

- American Insurance Agency Review – Eric Jack
 - Eric Jack will deliver the broker form and application to the office. A supervisor will need to sign this form to allow Eric to become our BRIM representative. There was a discussion regarding director and officer coverage and how each supervisor can obtain their own individual coverage. Eric needs more information regarding the district's watershed responsibilities.
- Receiving Account Closing
 - **Robert Luchetti made a motion to close the receiving account as recommended by the WVCA Fiscal Operations. Seconded by Jim Anderson. Motion passed.**

- NPCD/NRCS MOU
 - **David McCardle made a motion to table the NPCD/NRCS MOU until it is received not in draft form. Seconded by Robert Luchetti.**
- J&R Excavating Snow Removal
 - **David McCardle made a motion to accept the proposal from J&R Excavating for snow removal as presented. Seconded by Robert Luchetti. Motion passed.**
- Soil and Water Conservation Society (SWCW) Membership Renewal
 - **Jim Anderson made amotion to renew the SWCS membership. Seconded by Amy Wade. Motion passed.**
- Version 9 State Code
 - Amy Wade reviewed the changes to the code earlier in the meeting under the legislative report.
- Pictures and Write-up for Legislative Day
 - Photos need to be sent to Heather Duncan of district activities from the last two years. These photos will be used at Legislative day.
- AgEP Exigency Program Practice Proposals
 - Jenn Kile reviewed the AgEP Exigency Program and requested practice proposals from the district. The practice proposals are due to Jenn by November 15.
- New Cooperator Agreements
 - Lauren Fisher/Ohio
 - Machele Dunn/Marshall County/17 acres
David McCardle made amotion to approve L. Fisher and M. Dunn as new cooperators. Seconded by Chuck Glenn. Motion passed.
- AgEP
 - Payment

Name	Practice	Amount	Cost Share
Suzan Smith	Heavy Use Area	1500 sq. ft	\$1,980.00
Eric Freeland	Urban Agriculture	250 straw bales	\$750.00
Carl Yoho	Water Excl. Fence	1500 feet	\$2,600.00
Chad Lamp	Lime	88.30 Tons	\$1,766.00

David McCardle made a motion to approve payment for completed practices for S. Smith, E. Freeland, C. Yoho, and C. Lamp as presented. Seconded by Jim Anderson. Motion passed.

Correspondence

- Secretary Amy Wade reviewed the following correspondence – 1) An email received from Brian Farkas regarding slips on Wheeling Creek #18 and letters sent to WCWC and NRCS requesting assistance for the repairs.

There was a discussion regarding the purchase of fruit baskets for the dam monitors. **Robert Luchetti made a motion to purchase boxed fruit for the dam monitors. All board members agreed. Motion passed.** Jim Anderson will purchase fruit for the Harmon Creek dams due to distance from the office.

NEXT MEETING –The next board meeting will be held on Thursday, December 9, 2021, at 10:00 a.m. at Perkins Restaurant, 680 National Road, Wheeling. Lunch will follow the meeting.

There being no further business, the meeting was adjourned at 12:45 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson