

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
February 10, 2022
5:00 p.m.

Supervisors Present

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

Supervisors Absent

Britney Hervey-Farris, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jenn Kile, Conservation Specialist, WVCA – via teleconference
Kim Fisher, District Operations Manager, WVCA – via teleconference
Katie Fitzsimmons, District Conservationist, NRCS
Karen Cox, WVU Extension Agent–Agriculture & Natural Resources, Ohio County – via teleconference

Chairman Mark Fitzsimmons called the meeting to order on Thursday, February 10, 2022, at 5:00 p.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **David McCardle made a motion to approve the January 2022 board meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

Financial Report

- November 2021 NPCD Financials – Bob Straub reviewed the NPCD funds financials for November 2021.
- December 2021 NPCD Financials – Bob Straub reviewed the NPCD financials for December 2021.
- December 2021 Co-Administered Funds – Chuck Glenn reviewed the Co-administered funds for December 2021 and approved.
Robert Luchetti made a motion to file all financials for November and December 2021 for audit. Seconded by Chuck Glenn. Motion passed.
- January 2022 – Bank statements were not received from the bank prior to the board meeting. The January 2022 financials will be reviewed at the March 2022 board meeting.

Reports

- District Crew – No report
- Farm Service Agency (FSA) – No report
- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed a written report. The report will be filed with the minutes.
 - Amy Wade asked which counties have signed the 7-1-3U agreement. After speaking with Brian Farkas, it was reported that Marshall County signed the agreement in 2018 and Hancock County signed the agreement in 2021. The agreement is for five years.
- WV Association of Conservation Districts (WVACD)
 - A written report from Heather Duncan was reviewed. The report will be filed with the minutes.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. As of now, the NRCS office should be fully staffed by March 28. NRCS is not able to participate in the Hands-on Ag Day event in the spring. A call was received from the Cameron VFD regarding the installation of a dry hydrant. NRCS can aid in the technical assistance. There was a discussion regarding the role of the NPCD.
- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that work continues on the restoration at Wheeling Creek #25.
- Administrative Specialist
 - Veronica Gibson reviewed the dates for the upcoming tree sale. Pick up is March 24 and 25.
- Visitors
 - Karen Cox reviewed upcoming events.
- Committee Reports
 - Education Committee
 - An education committee meeting will be held on Thursday, February 17 at 5:00 pm in conjunction with the AgEP committee and the high tunnel committee.
 - High Tunnel Committee
 - A high tunnel committee meeting will be held on Thursday, February 17 at 5:00 pm in conjunction with the AgEP committee and the education committee.
 - Building Committee
 - The sink in the breakroom has leaked. The pipes and the shut offs are corroded. The building is 17 years old. **Jim Anderson made a motion to inspect and repair all plumbing as needed. Seconded by Steve Paull. Motion passed.**

- Legislative Committee
 - Amy Wade reported on Legislative Day at the Capitol. She would like to send thank you notes to the legislators that the NPCD contacted. **Amy Wade made a motion to purchase 100 note cards with the NPCD logo. Seconded by Jim Anderson. Motion passed.**
- Equipment Committee
 - David McCardle asked if the repairs to the no-till drill have been made. They have not been made.
- O&M Committee
 - Amy Wade sent an email to Donny Dodd, NRCS, asking two questions. 1 – If there was a cheaper way to fix the damage at Wheeling Creek #3? And 2 – Does the damage need to be fixed now and figure out payment later? The following is the answers to the questions:
 - When NRCS designed the restoration work we wanted to restore the abutment and embankment to as-built conditions. The areas were rockfill areas from the auxiliary spillway excavation during original construction. To accomplish this, we looked on-site and concluded that the on-site material at the toe of outside slope of the inlet portion of the auxiliary spillway was the most cost effective and best repair material.
 - NRCS would like the repairs to be made as soon as possible; but realize the NPCD is working through the process. We understand that there were extenuating circumstances that prohibited the repairs in 2021.
 - There was a discussion to ask the Wheeling Creek Watershed Commission (WCWC) to pay for the repairs to fix the damages now and possibly get reimbursed through litigation.
 - **Amy Wade made a motion to draft a letter to the WCWC and all other agencies involved expressing concern for repairs and cost of Wheeling Creek #3 and that the repairs should be done soon. Seconded by Jim Anderson. Motion passed.** The letter will be available to review at the March NPCD board meeting. Submitting the letter will depend on the response of the TVCD insurance company.
- Supervisor Reports
 - Chuck Glenn – Reported on the National Grazing Conference. The conference was excellent. He met farmers that had farms from 30,000 acres to 50 acres. A video was shown – “Kiss the Ground. The Story of Soil”. This would be good to keep kids interested while waiting to get through the soil trailer.
 - Jim Anderson – Reported on the National Grazing Conference. Jim reviewed a written report. Jim felt the Farmer-to-Farmer Mentor Program was a program the district should sponsor. The program pays an older/experienced farmer \$1,000.00 to mentor a younger/inexperienced farmer for one year.

Old Business

- Wheeling Creek #3 – Updates
 - A letter from the NPCD attorney to the TVCD and the TCVD insurance company was reviewed.

- FY22 Ohio County Commission Agreement
 - **David McCardle made a motion to table the FY22 Ohio County Commission agreement until the next board meeting. Seconded by Robert Luchetti. Motion passed.**
- American Insurance Agency Review
 - Eric Jack was unable to attend.
- Solid Waste Authority (SWA) Appointment – Ohio County
 - **Robert Luchetti made a motion to appoint Robert Luchetti, Jr. as the NPCD representative to the Ohio County Solid Waste Authority. Seconded by Jim Anderson. Motion passed.**

New Business

- District Personnel Plan
 - **Robert Luchetti made a motion to approve the FY23 District Personnel Plan as presented. Seconded by Chuck Glenn. Motion passed.**
- Purchase of New District Video Conferencing Equipment
 - **Jim Anderson made a motion to purchase new video conferencing equipment as recommended by the WVCA not to exceed \$475. Seconded by Steve Paull. Motion passed.**
- NPCD Employee Hire
 - An advertisement will be posted on Facebook for a district administrator as passed at the November 19 special meeting. Resumes must be submitted by March 7.
- NPCD Grant Employee Hire
 - A letter will be sent to NRCS to request additional grant funds to fill the open position.
- Updates to NRCS Grant Employee Agreement
 - **Robert Luchetti made a motion to accept the amendments to the NRCS Grant Employment Agreement as presented. Seconded by David McCardle. Motion passed.**
- 2022 Appalachian Grazing Conference Funding Request
 - **David McCardle made a motion to donate to the 2022 Appalachian Grazing Conference and to reimburse 2 cooperators from each northern panhandle county for their registration and mileage. Seconded by Robert Luchetti. Motion passed.**
- Rates for Ventrac and Skid Steer for Work Crew
 - Robert Luchetti made a motion for the rate for the Ventrac and the skid steer to be \$100 per hour. Seconded by David McCardle. Discussion. Robert Luchetti made a motion to revise his first motion for the rate of the Ventrac to be \$100 per hour and the skid steer to be \$125 per hour. Seconded by David McCardle. Motion passed.

- Conservation Farm Contest
 - Each supervisor will submit a farmer for their county at the March board meeting. The conservation farm winner for the district is due to WVCA May 31.
- Local Work Group Meeting
 - A local work group committee was formed – Jima Anderson, Steve Paull, Robert Luchetti, David McCardle, and Mark Fitzsimmons. The committee will meet on February 24 at 10:00 am and report to the district at the March board meeting.
- Cooperator/Underserved Dinner
 - A dinner will be held at the USDA Service Center on May 6 for new and underserved cooperators. Each supervisor needs to contact 2 people to attend the dinner.
- NPCD Credit Card
 - **David McCardle made a motion to have a credit card issued in Veronica Gibson's name. Seconded by Robert Luchetti. Motion passed. Robert Luchetti made a motion to transfer \$5,000.00 from the building fund to a new account to be used to pay the credit card. Seconded by Amy Wade. Motion passed.**
- Supervisor Training
 - The board members watched the first video for supervisor training provided by the WVACD.
- Letter of Request
 - \$10,000.00 – AgEP Exigency Fund Rebalance
David McCardle made a motion to sign and submit the LOR for \$10,000.00 for the AgEP exigency fund rebalance. Seconded by Robert Luchetti. Motion passed.
- AgEP
 - NPCD AgEP Meeting – February 17, 5:00 pm, USDA Service Center
 - State AgEP Meeting – March 21, 9:00 am, teleconference

Correspondence

- None.

NEXT MEETING –The next board meeting will be held on **Thursday, March 17, 2022, USDA Service Center, McMechen.**

There being no further business, the meeting was adjourned at 8:35 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson