

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
March 17, 2022
5:30 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
Kim Fisher, District Operations Manager, WVCA – via teleconference
Gene Saurborn, Director of Watershed Projects, WVCA – via telephone
Katie Fitzsimmons, District Conservationist, NRCS
Heather Duncan, executive Director, WVACD – via telephone
Bob Straub, CPA
Robert Luchetti, Jr. – Ohio County District Supervisor Candidate

Chairman Mark Fitzsimmons called the meeting to order on Thursday, March 17, 2022, at 5:30 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 February 2022 board meeting minutes with a correction of misspelling of Amy Wade’s name. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for January and February 2022. **Robert Luchetti made a motion to approve the NPCD financials and file for audit. Seconded by Steve Paull. Motion passed.**
- Chuck Glenn reviewed the NPCD co-administered funds for January and February 2022. It was noted that there are two outstanding checks in the NPCD Auxiliary account. Veronica Gibson has contacted the school where the students attend to inform them that they need cashed or will be voided.

Reports

- District Crew
 - David McCardle reported that Harry Aston will be back to work soon to prepare equipment for upcoming O&M.
- 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.
 - A return-to-work date for WVCA employees may be the end of April.
 - SB264 passed.
 - The budget passed – the same as last year.
 - The State AgEP meeting will be held March 21.
 - The conservation farm contest farmers are needed.
 - State Fair sign up is available. Contact Veronica Gibson to sign up.
- WV Association of Conservation Districts (WVACD)
 - A written report from Heather Duncan was reviewed. The report will be filed with the minutes.
 - Thirteen teams have signed up for the Envirothon competition.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. The report will be filed with the minutes.
 - The office is staffed at 75%.
 - Jon Bourdon would like to attend a significant event in each district. It was decided to invite Jon to the new producer dinner at the district on May 5. Jon would also like to visit with a board member on a farm. It was decided to visit Amy Wade's farm the end of July.
- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting will be held April 21, 10:00 am, at the Highlands Event Center.
- Administrative Specialist
 - Veronica Gibson reviewed the dates for the upcoming tree sale. Pick up is March 24, 12 to 5:30 and March 25, 9 to 5.
 - Signatures are needed on the bank signature card for the new account.
 - The next newsletter will be mailed out the first week of April.
- Visitors
 - None.

- Committee Reports
 - Education Committee
 - Veronica Gibson reported that packets were sent to schools for the poster and samara contest. Some participants of the samara contest have returned their results.
 - High Tunnel Committee
 - Katie Fitzsimmons reported that pepper seeds have been planted.
 - New raised beds will be built at the office on April 2.
 - Students will plant in the high tunnel on April 8 and in the raised beds on May 16. Lunch will be provided for the students.
 - Building Committee
 - Mark Fitzsimmons reported a contractor will be at the building next week to repair the sink in the breakroom and other water lines or valves that need replaced.
 - Legislative Committee
 - No report.
 - Equipment Committee
 - David McCardle reported that Harry Aston will perform routine maintenance on all rental equipment.
 - O&M Committee
 - No report.
 - Supervisor Reports
 - No reports.

Old Business

- Wheeling Creek #3 – Updates
 - The NPCD attorney advised not to send a letter that was drafted to the WCWC.
- FY22 Ohio County Commission Agreement
 - **David McCardle made a motion to approve the FY22 Ohio County Commission agreement for the PA dams. Seconded by Steve Paull. Motion passed.** There was a discussion to review sponsor amounts for FY23.
- American Insurance Agency Review
 - Eric Jack was unable to attend.
- NPCD Employee Hire
 - Resumes were received for the position. Interviews will be held on March 22. A letter was received from the WVCA for support for the position.
- NRCS Grant Employee Hire
 - A letter was sent to NRCS to request an extension of the grant to hire an employee.
- Conservation Farm Contest
 - Each county farm will be visited on May 19.
 - Hancock County – Mildred Allison
 - Brooke County – Allen DeGarmo
 - Ohio County – Waiting on return call from cooperators
 - Marshall County – Greg Knight

- Local Work Group Meeting
 - April 25, 6:00 pm, The Barn, Moundsville
 - April 27, 6:00 pm, Brooke Hills Park, Wellsburg
 - **Amy Wade made a motion to hire Mason Dixon BBQ. Motion failed.**
 - The meeting will be advertised in the NPCD newsletter, and a postcard will be mailed to cooperators.
- NPCD Credit Card
 - Veronica Gibson can not have a district credit card in her name. **By unanimous decision, Steve Paull will have a credit card issued in his name.**

New Business

- Upper Grave Creek #1 and #4 Updates
 - Gene Saurborn reported that Upper Grave Creek #1 is ready to have a contract to review at next months board meeting. The work will be paid for with state supplemental funds.
 - As part of a city sewer upgrade, the city of Cameron wants to replace sewer lines below Upper Grave Creek #4. This work will make improvements to the existing structure.
 - Harmon Creek – Gene requested that the mowing be completed earlier this year than last year. There is a possibility that the dams may need mowed twice this year.
 - Don Whetzell replaced Ed Martin.
- Supervisor Training
 - The supervisors watched the next supervisor training video.
- New MOA Between NPCD and NRCS
 - The MOA was approved previously. A signature is needed.
- Purchase of Bird Boxes
 - Cameron FFA/Ag has committed to building 20 bird boxes this year and 20 boxes next year. John Marshall FFA will also build bird boxes. **Chuck Glenn made a motion to purchase 20 bird boxes from Cameron and 30 bird boxes from John Marshall. Seconded by Jim Anderson. Motion passed.**
- Soil Tester
 - **Jim Anderson made a motion to advertise to hire a soil tester at a pay rate of \$12 per hour and mileage reimbursement. Seconded by Amy Wade. Motion passed.** The soil tester will start mid-May and must have reliable transportation.
- Wheeling Country Day School Letter of Support
 - Brittney Hervey-Farris requested the letter of support for Wheeling Country Day School to be on the agenda. Britney was unable to attend the meeting.
- FY23 CDO Budget
 - A meeting will be held on March 22 to complete the FY23 CDO budget.

- Approval of Draft Letter to WCWC Regarding Wheeling Creek #3
 - The NPCD attorney advised the district not to send a letter to the WCWC regarding Wheeling Creek #3.

- Environmental Justice Attorney for Northern District of WV
 - **Jim Anderson made a motion to invite Environmental Justice Attorney Max Nogay to the new producer dinner on May 5. Seconded by David McCardle. Motion passed.**

- AgEP
 - Cancellation – Gary Kestner – Nutrient Management - \$1,007.76
David McCardle made a motion to cancel the contract for G. Kestner per landowner’s request. Seconded by Jim Anderson. Motion passed.
 - Unfunded Applications
 - The next applicant in ranking order for FY22 that was unfunded due to lack of funds is David Henderson – Lime – 30.04 ac/50.98 tons of lime – cost share amount \$1,019.60. **David McCardle made a motion to fund D. Henderson for lime, cost share amount \$1,019.60. Seconded by Chuck Glenn. Motion passed.**
 - FY23 AgEP Administrative Agreement
 - **David McCardle made a motion to approve the FY23 AgEP Administrative Agreement as presented. Seconded by Chuck Glenn. Motion passed.**
 - State AgEP Meeting – March 21, 9:00 am, teleconference
 - Each supervisor was given a packet for the upcoming meeting.

Correspondence

- None.

NEXT MEETING -The next board meeting will be held on **Thursday, April 14, 2022, USDA Service Center, McMechen at 10:00 am.**

There being no further business, the meeting was adjourned at 8:45 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson