

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
August 11, 2022
10:00 a.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, Jr., Ohio County
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County, Chairman

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Kim Fisher, District Operations Manager, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Conservation Technician, NRCS
Kevin Paul, NRCS
J. L. Tennant, CED, FSA
Abby Geho, District Administrator, NPCD
Josie Scott – NPCD Soil Tester
Harry Aston, NPCD Crew
Bob Straub, CPA
Eric Jack, American National Insurance Agent
John Billie, Paree Insurance Agent

Chairman Mark Fitzsimmons called the meeting to order on Thursday, August 11, 2022, at 10:10 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

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

Financial Report

- Bob Straub reviewed the NPCD financials for July 2022.
- Chuck Glenn reviewed the July 2022 co-administered funds financials.
- **Robert Luchetti, Jr. made a motion to file the financials for audit. Seconded by Chuck Glenn. Motion passed.**

Reports

- District Crew (NPCD)
 - Harry Aston reported that mowing at Harmon Creek dams is complete. He is almost done with Wheeling Creek #25 (Wolf Run) and Wheeling Creek #3 (Dunkard). He hopes to have all of Wheeling Creek dams mowed by the next board meeting.

- Amy Wade asked Harry about the guardrail that needs replaced on Wheeling Creek #3 (Dunkard). Harry said he cannot do the work by himself.
- Farm Service Agency (FSA)
 - J.L. Tennant reported on the tornado that hit northeast Marshall County and southeast Ohio County on August 1. The National Weather Service declared the tornado an EF-2. J.L. held an emergency county committee regarding any programs that may be available to help those affected. There was a discussion regarding the district Ag Exigency Program for help to those that qualify. J.L. will be in contact with the district regarding programs.
- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA)
 - Kim Fisher reviewed the WVCA monthly report. It will be filed with the minutes.
- WV Association of Conservation Districts (WVACD)
 - A WVACD monthly report was provided and reviewed. It will be filed with the minutes.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes. There was a discussion regarding the possibility of having one District Conservationist per district. Katie currently works in NPCD and UOCD.
- Wheeling Creek Watershed Commission (WCWC)
 - The WCWC provided the funds for the repair work at Wheeling Creek #3.
- Administrative Specialist (WVCA) – No report
- District Administrator (NPCD)
 - Abby Geho maintained the district display at the Marshall County Fair. She is currently working on Hands in Ag Day.
- Soil Tester (NPCD)
 - Josie Scott reported that she has had 55 farm visits and completed 250 soil tests on 1,360 acres.
- Visitors
 - Amy Wade introduced John Billie, an insurance agent for Parea Insurance. The board will meet with John to further discuss all insurances for the district. John requested the declaration page of all the current policies that the district has.
- Committee Reports
 - Education Committee
 - Hands on Ag Day will be discussed as an upcoming agenda item.

- High Tunnel Committee
 - Abby Geho reported that the total harvest since May has totaled 358 pounds. A detail report will be filed with the minutes. Carrots and squash will be planted for fall. The water system in the raised beds outside was installed.
- Building Committee
 - Veronica Gibson reported that the installation of LED lights will be completed next week.
- Legislative Committee
 - No report
- Equipment Committee
 - Abby Geho presented an equipment rental report for the supervisors to review. It will be filed with the minutes.
 - Paul Seidewitz has had the 13 Cricket spreader for six weeks.
- O&M Committee
 - Veronica Gibson informed the board of the upcoming job showing for contract 2022-8-17 OMR NPCD Upper Grave trash racks installation. The job showing will be held on August 17 at 10:00 am. The bid opening will be August 30 at 10:00 am.
- Supervisor Reports
 - Jim Anderson – Jim reported on the WVACD quarterly meeting.

Old Business

- Wheeling Creek #3 – Updates
 - The bond has not been received from the contractor that was awarded the bid for the repairs. The project manager for the contractor is concerned about the integrity of the bridge. He wants verification that it can hold the weight of their equipment.
- American Insurance Agency Review
 - Eric Jack attended the meeting and stated that it was in the district's best interest to get a different agent to represent them. Mark thanked Eric for attending the meeting.
- Cement Open Bays in Garage
 - Jim Anderson presented the bid that was received last month with the changes to add a drain. The bid was signed. Jim Anderson will contact the contractor when the garage is cleaned.
- USDA Lease
 - The committee that was formed last month to research local rent costs recommended that the district sign the lease as presented. **David McCardle made a motion to sign the lease as presented. Seconded by Jim Anderson. Motion passed.**
- NPCD Annual Banquet
 - Veronica Gibson reported that the only place in the northern part of the district that she could find to hold the banquet is Undo's in Weirton. The board decided to look further into the cost of Undo's and compare to other prices in Ohio County.

New Business

- Brooke County Supervisor Vacancy
 - An ad was placed for the Brooke County supervisor vacancy as required. The district did not receive a response for the position. There are two Brooke County cooperators that are interested in the position that Mark Fitzsimmons has spoken to. Veronica Gibson will mail the requirements and application to the two cooperators.

 - NPCD 2022-2023 Committee Review
 - Mark Fitzsimmons created a new NPCD committee - Personnel Committee. He appointed Robert Luchetti, Jr. as chairman, and Jim Anderson and David McCardle as members.

 - WVACD Membership Dues 2022-2023
 - An invoice was received from the WVACD for the 2022-2023 dues in the amount of \$4,000.00. **Jim Anderson made a motion to pay the 2022-2023 WVACD dues in the amount of \$4,000.00. Seconded by David McCardle. Motion passed.**

 - Hands on Ag Day – Marshall County
 - Katie Fitzsimmons reported that all speakers are confirmed. There are a couple of new stations this year. Teacher books or another option are still needed. Set up is September 14 and the event is September 15 – 16. There was a discussion to have the students eat lunch at a presenter station instead of all students eating in the same area. Mark Fitzsimmons encouraged all supervisors to attend.

 - FY21 AUP Invoice
 - An invoice was received from Lowe & Associates in the amount of \$3,550.00 for the FY21 AUP. **Amy made a motion to pay Lowe & Associates \$3,550.00 for the FY21 AUP. Seconded by Chuck Glenn. Motion passed.**

 - District Reporting Policy Review
 - Each supervisor received a draft copy of the State Conservation Committee uniform district reporting and information reporting requirements policy in the mail prior to the meeting to review. Kim Fisher reminded the supervisors that if they have any comments or concerns, they need to submit them to Brian Farkas within 30 days of this board meeting.

 - Upper Grave Creek Dams – Statement of Review
 - The statement of review forms was received from the WVCA for the Upper Grave Creek dams emergency action plans (EAP). **Jim Anderson made a motion to sign the statement of review forms for the Upper Grave Creek dams emergency action plans. Seconded by Robert Luchetti, Jr. Amy Wade asked if anyone has reviewed the Upper Grave Creek emergency action plans. The answer was no. Jim Anderson rescinded his motion. Mark Fitzsimmons said he will review them. Jim Anderson made a motion to sign the statement of review forms for the Upper Grave Creek dams after Mark Fitzsimmons reviews the emergency action plans. Seconded by Robert Luchetti, Jr. Motion passed.**
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- Aerial Spraying for Invasive Species
 - Aerial spraying for invasive species for the upcoming year for AgEP was discussed. A cost of \$100 per acre and use of a helicopter or a drone was mentioned. The practice will be mentioned on the district Facebook page and the newsletter to see if there is an interest in it for the district. The topic will be tabled until the next meeting.
- Harmon Creek Debris Removal to Burn Site
 - There was a discussion regarding the contract for the Harmon Creek debris removal. Clarification was needed that the contractor is responsible for the removal and cost of the debris. It is in the contract that the contractor is responsible for the disposal of the debris removal.
- WV Women in Agriculture Sponsorship
 - The 2022 WV Women in Agriculture will be held in Glade Springs. **Jim Anderson made a motion to sponsor two registrations at a cost of \$115.00 each for a total of \$230.00. Seconded by Chuck Glenn. Motion passed.**
- FY22 Supervisor Travel and Per Diem
 - The supervisors were given a detailed listing of FY22 supervisor travel and per diem to review. There was a discussion regarding the proposal of increasing the daily amount for supervisor per diem as it was discussed at the WVACD quarterly meeting that was held in July.
- FY23 O&M Agreements
 - Wheeling Creek Watershed Commission – PA Structures
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 - **David McCardle made a motion to accept and sign the FY23 O&M agreements with the Wheeling Creek Watershed Commission for the PA dams and the Wheeling Creek structures. Seconded by Amy Wade. Motion passed.**
- Letters of Request
 - \$10,000.00 – FY23 O&M Harmon Creek Structures/City of Weirton
 - \$44,000.00 – FY23 AgEP Allocation
 - \$17,575.00 – FY23 NP RC&D Program Support
 - \$20,000.00 – FY22 O&M Wheeling Creek Structures/WCWC

David McCardle made a motion to approve the letters of request listed above. Seconded by Jim Anderson. Motion passed.
- New Cooperator
 - Bill Fletcher/Marshall County/88 acres
 - Torie Montgomery/Marshall County/3 acres

Amy Wade made a motion to approve B. Fletcher, and T. Montgomery as new cooperators. Seconded by Chuck Glenn. Motion passed.

- AgEP
 - Modification
 - Clement Frohnapfel – Invasive Species – Approved for \$500.00, should have been approved for \$600.00. **Jim Anderson made a motion to modify the AgEP contract for Clement Frohnapfel to \$600.00 from \$500.00. Seconded by Amy Wade. Motion passed.**

Correspondence

Secretary Amy Wade reviewed the following – 1) A thank you from the Ravenswood High School FFA for the district support for their participation at the MidAmerican Grasslands Competition.

NEXT MEETING –The next board meeting will be held on Thursday, September 8, 2022, at the USDA Service Center, McMechen at 10:00 am.

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

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson