

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
September 12, 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 – via teleconference
Cindy Shreve, Conservation Services Manager-North, WVCA – via teleconference
Don Whetzel, Watershed Manager-East, WVCA – via teleconference
Heather Duncan, Executive Director, WVACD – via teleconference
David Shipman, Conservation Technician, NRCS
Donny Dodd, Water Resource Planning Specialist, NRCS
Julie Stutler, Conservation Partnership Specialist, NRCS
Rebecca Jefferys, Program Assistant, NRCS
J. L. Tennant, CED, FSA
Abby Geho, District Administrator, NPCD
Todd Hager, Program Assistant, WVU Extension-Marshall County
Bob Straub, CPA

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 8, 2022, at 10:10 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Dave McCardle made a motion to approve the August 2022 board meeting minutes and the August 18, 2022, emergency meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for August 2022.
- Chuck Glenn reviewed the August 2022 co-administered funds financials.
- **All financials were unanimously approved and will be filed for audit.**

Reports

- District Crew (NPCD)
 - No report.

- Farm Service Agency (FSA)
 - J.L. Tennant reported on the ECP program that he requested to fund debris removal and fence damage that was a result of the tornado that occurred in Marshall and Ohio Counties. He is hoping to start signup by the end of this month.
- WV Division of Forestry (WVDOP) – No report
- WV Conservation Agency (WVCA)
 - The monthly report was reviewed. It will be filed with the minutes. There was a discussion regarding the cost of the registration for the upcoming awards banquet. Kim Fisher joined the meeting after the reports were given.
- WV Association of Conservation Districts (WVACD)
 - Heather Duncan reviewed the WVACD monthly report. It will be filed with the minutes. Heather will attend the NP HOA Day on Friday, September 16.
- Natural Resource Conservation Service (NRCS)
 - David Shipman reviewed a written report. It will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC) – No report
- Administrative Specialist (WVCA)
 - Veronica Gibson asked what items need to be taken to the Ohio County Country Fair. It was decided to set up the district display, Label Mable, promotional items, and candy. **Jim Anderson made a motion to purchase a prize wheel. Seconded by Amy Wade. Motion passed.** The work schedule is as follows: Friday set up – Veronica and Abby. Saturday – AM-Steve, PM-Amy. Sunday – AM-Bob and Jim, PM-David.
- District Administrator (NPCD)
 - Abby Geho confirmed which supervisors will attend the HOA day dinner. David McCardle will pick up the order for HOA day at Sam’s Club.
- Visitors
 - Mark Fitzsimmons introduced Julie Stutler and Donny Dodd from NRCS and Todd Hager from Marshall County WVU Extension. Julie will attend HOA day on Friday and Todd will attend on Thursday and Friday.
- Committee Reports
 - Education Committee
 - Amy Wade spoke about the upcoming Ohio County Hands on Ag Day. A letter requesting a donation for the event was received from the Ohio County WVU Extension office. The letter was received after the agenda was posted. The letter will be presented at the October board meeting.
 - High Tunnel Committee
 - Abby Geho reported that the total harvest since May has totaled 501.25 pounds. A detail report will be filed with the minutes. Cold weather crops will be planted. Amy Wade said that Abby and David Shipman are doing a great job with the high tunnel.

- Building Committee
 - Veronica Gibson reported that the installation of LED lights was completed and that there is an abundance of flying insects in the building. **David McCardle made a motion to get bids for new pest control. Seconded by Chuck Glenn. Motion passed.**
 - The front door needs repaired and the seals on the exterior doors may need to be replaced. Robert Luchetti, Jr. will contact a contractor to look at the doors.
 - 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.
 - The no-till drill was returned by a cooperater that said the bearings on the rolling coulters need replaced. There was a discussion regarding the cost to replace the bearings and the amount of times the no-till drill is rented annually.
 - Cooperator Anthony Geho completed repairs to the weed wiper. The board requested an invoice for the repairs.
 - There was a discussion regarding the difficulty of loading the 60-gallon three-point hitch sprayer. It was decided to advise all cooperators that rent the sprayer to have help loading it when picking it up and returning it.
 - O&M Committee
 - Harmon Creek dam work orders are complete and have been invoiced. Wheeling Creek dams are currently being mowed. The NPCD will need something from WCWC for the mowing to be completed at the PA dams.
 - Amy Wade asked if the SORs for the Upper Grave Creek dams were reviewed and signed. Mark Fitzsimmons signed the SORs for the Upper Grave Creek dams and then reviewed the information for the monitors.
 - Personnel Committee
 - Robert Luchetti, Jr. reported that a personnel committee will be held following the board meeting.
- Supervisor Reports - None

Old Business

- Wheeling Creek #3 – Updates
 - Mark Fitzsimmons updated the board on the issues regarding the repairs at Wheeling Creek #3. A dewatering plan is needed from the contractor before the notice to proceed can be issued. **David McCardle made a motion to sign the notice to proceed for the repairs at Wheeling Creek #3 after the dewatering plan is received from the contractor. Seconded by Robert Luchetti, Jr. Motion passed.**
 - WV Division of Highways owns the bridge into Wheeling Creek #3. An inspection report was received. There are no issues with the bridge.
- Cement Open Bays in Garage
 - The contractor is prepping the site today and will pour the concrete next week. The contractor would like to use the skid steer. It was decided that he could not use it.

- NPCD Annual Banquet
 - The NPCD annual banquet will be held on October 27, 6:00 p.m., at Undo's in Weirton. County farm winners and century farm winners from the last two years and contest winners will be invited. Attendance for the farm winners will be limited to immediate family and the contest winners will be limited to three people.
- Brooke County Supervisor Vacancy
 - One application was received for the supervisor vacancy in Brooke County. It was received from Eric Freeland. **David McCardle made a motion to accept the application from Eric Freeland for the Brooke County Supervisor vacancy. Seconded by Jim Anderson. Motion passed.**
- Hands on Ag Day – Marshall County
 - Set up for Hands on Ag Day will be September 14 at 1:00 p.m. The event will be held on September 15 -16.
- Aerial Spraying for Invasive Species
 - Information regarding aerial spraying for invasive species was not received.
- BRIM Insurance
 - The supervisors will meet next week with an agent regarding the insurance.

New Business

- 2022-08-17 OMR NPCD Upper Grave Trash Racks
 - Bid Acceptance – **David McCardle made a motion to accept the bid from Meadows Enterprises in the amount of \$15,620.00 for the installation of trash racks at Upper Grave Creek. Seconded by Jim Anderson. Motion passed.**
 - Contract Approval and Notice to Proceed – **Robert Luchetti, Jr. made a motion to approve contract 2022-08-17 OMR NPCD Upper Grave Creek Trash Racks and to sign the notice to proceed with a proceed date of the week of September 19. Seconded by Steve Paull. Motion passed.** Don Whetzel will get the signature for the contract and the notice to proceed from the contractor and forward to the district office.
- FY22 Agreed Upon Procedure (AUP)
 - Bid Opening - Two bids were received – Lowe & Associates, PLLC in the amount of \$3,550.00 and Suttle & Stalnaker in the amount of \$8,300.00.
 - Bid Acceptance – **David McCardle made a motion to accept the bid from Lowe & Associate, PLLC in the amount of \$3,550.00 for the FY22 AUP. Seconded by Chuck Glenn. Motion passed.**
- WV Conservation Awards & recognition Luncheon – October18
 - Supervisors were advised to submit their registration for the banquet to Veronica Gibson no later than September 24.
- WVACD Scholarship Sponsorship
 - **Jim Anderson made a motion to donate \$1,000.00 to the WVACD Scholarship program in lieu of donating auction items. Seconded by Amy Wade. Motion passed.**

- Biochar Pilot Program
 - **David McCardle made a motion to table the Biochar Pilot Program until more information can be provided. Seconded by Chuck Glenn. Motion passed.**
- MOU Wheeling Creek #25
 - The MOU for Wheeling Creek was presented and discussed by Donny Dodd and Julie Stutler. **Jim Anderson made a motion to sign the MOU for Wheeling Creek #25 as presented. Seconded by Robert Luchetti, Jr. Motion passed.**
- Watershed PIFR Presentation
 - Donny Dodd and Julie Stutler presented the watershed PIFR for Harmon Creek and Upper Grave Creek as requested by the WVCA. There was a discussion about doing a study at Buffalo Creek in Brooke County. A template for a letter will be provided by NRCS that the district can present to request a study.
- NPCD Personnel
 - The NPCD Personnel Committee will meet following the board meeting.
- Letters of Request
 - \$3,550.00 – FY21 AUP Reimbursement
 - \$9,000.00 – FY23 Supplemental Allotment
 - \$20,000.00 – FY23 O&M Wheeling Creek (WCWC)

David McCardle made a motion to approve the letters of request listed above. Seconded by Steve Paull. Motion passed.

Correspondence - None

NEXT MEETING –The next board meeting will be held on Thursday, October 13, 2022, at the USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 1:30 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson