

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
October 13, 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
Don Whetzel, Watershed Manager-East, WVCA – via teleconference
Heather Duncan, Executive Director, WVACD – via teleconference
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Conservation Technician, NRCS
Kevin Paul, NRCS
J. L. Tennant, CED, FSA
Harry Aston, Crew Manager, NPCD
Bob Straub, CPA
John Billie, Agent, Parea Insurance

Chairman Mark Fitzsimmons called the meeting to order on Thursday, October 13, 2022, at 10:00 a.m. at the USDA Service Center in McMechen, WV.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Amy Wade made a motion to approve the September 2022 board meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for September 2022. **Robert Luchetti, Jr. made a motion to accept the NPCD financials as presented. Seconded by Jim Anderson. Motion passed.**
- Chuck Glenn reviewed the September 2022 co-administered funds financials. A dormant account notice was received for the Soil Survey account. The account will be charged a dormant account fee in six months if there is no activity.

Reports

- District Crew (NPCD)
 - Harry Aston reported that he is behind on mowing the dams. Wheeling Creek #18 is done, and Wheeling Creek #25 will be finished Monday. He will start on Upper Grave Creek dams next week.

- Farm Service Agency (FSA)
 - J.L. Tennant gave an update on the Emergency Conservation Plan and the Emergency Forest Restoration Program that resulted from the tornado in the northern panhandle. Both programs have been approved. He reviewed other current programs and deadlines.
- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA)
 - The monthly report was reviewed. It will be filed with the minutes.
- WV Association of Conservation Districts (WVACD)
 - Heather Duncan reviewed the WVACD monthly report. It will be filed with the minutes. She said the NRCS grant has been approved and to think of projects for the underserved.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes. She reported that NRCS is hiring a student trainee in Middlebourne. She presented the supervisors with a review of Civil Rights responsibilities. Each supervisor reviewed and signed the document.
- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting is October 20.
- Administrative Specialist (WVCA) – No report
- District Administrator (NPCD)
 - Abby Geho prepared a spreadsheet detailing each watershed EAP and each monitor. Abby contacted each monitor that was listed for Wheeling Creek and Upper Grave Creek and listed any corrections that were needed. Harmon Creek dams were last updated in 2014. The WVCA has not been successful in finding dam monitors. Don Whetzel asked the district supervisors to help find monitors. Jim Anderson said he would call the monitors listed to find out if they are still interested in being a monitor.
- Visitors
 - Mark Fitzsimmons introduced John Billie, Parea Insurance Agent.
- Committee Reports
 - Education Committee
 - Mark Fitzsimmons reported that HOA day in Marshall County and Ohio County went well.
 - High Tunnel Committee
 - A report was provided by Abby Geho. To date, 674.5 pounds of vegetables have been donated to the local soup kitchen.
 - The fence has been installed around the outside raised beds.

- Spinach, carrots, lettuce, turnips, and kale have been planted in the high tunnel for winter crops.
 - Katie Fitzsimmons asked for the purchase of row cover for the outside raised beds. **Jim Anderson made a motion to budget up to \$200 for the purchase of row cover materials for the outside raised beds. Seconded by Chuck Glenn. Motion passed.**
 - Katie Fitzsimmons informed the board that Williams does volunteer days and asked if the NPCD would be interested in having Williams assemble raised beds?
 - Building Committee
 - Jim Anderson reported that the concrete has been installed in the open bay of the garage.
 - Robert Luchetti, Jr. will contact the contractor to look at the doors in the building for guidance of necessary repairs.
 - Legislative Committee
 - Amy Wade reported that a legislative committee meeting will be held on the Sunday of the upcoming WVACD quarterly meeting.
 - Equipment Committee
 - Abby Geho provided an equipment rental report for the supervisors to review. It will be filed with the minutes.
 - Katie Fitzsimmons asked if something should be placed under the sprayer, so it doesn't drip on the concrete.
 - David Shipman reported that cooperators are asking for 48-inch spring boxes.
 - O&M Committee - No report
 - Personnel Committee - No report
- Supervisor Reports
 - Steve Paull – Worked at the NPCD display at the Ohio County Country Fair.
 - David McCardle – Worked at the NPCD display at the Ohio County Country Fair and was a presenter at HOA.
 - Chuck Glenn – Attended his first HOA and was very impressed.
 - Amy Wade – Worked at the NPCD display (and her daughter) at the Ohio County Country Fair. Amy is concerned with checks that are written to supervisors or staff. It was discussed.
 - Jim Anderson – Asked if Mark attended the NE NACD meeting? No, he did not attend.

Old Business

- Wheeling Creek #3 – Updates
 - Mark Fitzsimmons reported that he spoke to the NPCD attorney, and she said that the TVCD has hired an attorney and that the TVCD attorney is working on going after the TVCD insurance to pay for the repairs.
 - Mark also reported that he spoke to Gene Saurborn and that Gene said that the contractor that was selected to complete the repairs submitted a dewatering plan to NRCS and that NRCS rejected it. The contract was resubmitted and is awaiting on NRCS approval.
 - Jim Anderson asked for the amount that the NPCD has paid in attorney fees to date regarding Wheeling Creek #3.

- NPCD Annual Banquet
 - Veronica Gibson reported that the confirmed attendance as of today is 50. The last day to RSVP is October 19.
- Aerial Spraying for Invasive Species
 - Mark Fitzsimmons reported that Jim Foster said it would cost approximately \$100 per acre for aerial spraying of invasive species.
 - Jim Anderson asked if it would be beneficial to spray the NPCD dams.
- BRIM Insurance
 - John Billie told the district that BRIM insurance would be under \$2,000 per year and that the cost for the building insurance would be approximately \$3,300 per year but could be adjusted. If BRIM were used to cover the building, the cost would be less, but it would not cover sewer drain backup. John also recommended that the district safety committee focus on workers compensation.
 - **Jim Anderson made a motion to appoint John Billie as the NPCD BRIM agent. Seconded by Chuck Glenn. Motion passed.**
- Biochar Pilot Program
 - The NPCD discussed the biochar program and decided that they are not interested in the program.

New Business

- Weather Station
 - David Shipman and Katie Fitzsimmons presented two different weather stations that would be useful for the high tunnel. **Robert Luchetti, Jr. made a motion to spend up to \$400 to purchase a weather station that will monitor the soil temperature in the high tunnel. Seconded by David McCardle. Motion passed.**
- Ohio County WV Extension Hands on Ag Day Support
 - Karen Cox submitted a letter requesting support for the soil trailer for 2023 to be used at the Ohio County HOA and the Ohio County Country Fair. **Robert Luchetti, Jr. made a motion to table the discussion for support of the soil trailer after speaking to Karen Cox. Seconded by David McCardle. Motion passed.**
- Snow Removal
 - **Jim Anderson made a motion to enter a contract with J&R Excavating for snow removal for 2022-2023. Seconded by Steve Paull. Motion passed.**
- Hands on Ag Day Expenses
 - This item was discussed under supervisor reports by Amy Wade concerning supervisor and staff receiving payments from the NPCD.
- NPCD Personnel – Crew Manager
 - **Amy Wade made a motion to enter an executive session to discuss NPCD personnel-crew manager and the building lease for WVCA employees. Seconded by Chuck Glenn. Motion passed.**
The executive session was entered at 12:35 pm and ended at 1:05 pm.
At 1:05 pm the board meeting resumed

- Building Lease for WVCA Employees
 - **Amy Wade made a motion to move Jennifer Kile into the office that is occupied by Kevin Paul and to move Kevin Paul to a vacant cubicle that is in NRCS. Seconded by Steve Paull. Motion passed.**

- Fee Agreement for BRIM Insurance
 - **Jim Anderson made a motion to enter into the fee agreement with Eric Jack for BRIM insurance that will cover December 2021 until the new BRIM agent takes effect. Seconded by Chuck Glenn. Motion passed.**

- O&M Annual Inspections
 - The schedule for the O&M annual inspections was received. Jim Anderson will attend the Harmon Creek inspections and David McCardle will attend the Upper Grave Creek inspections.

- FY23 O&M Agreements
 - Marshall County Commission – Marshall County Flood Control
 - Marshall County Commission – PA Dams
David McCardle made a motion to accept the agreement for the Marshall County Flood Control for FY23 and the PA Dams for FY23. Seconded by Jim Anderson. Motion Passed.

- Letters of Request
 - \$3,676.25 – FY22 District Employee Reimbursement
 - \$5,996.52 – FY23 1st Qtr District Employee Reimbursement
David McCardle made a motion to approve the letters of request listed above. Seconded by Jim Anderson. Motion passed.

- WVACD Scholarship Auction – Soil Trailer
 - **David McCardle made a motion to spend up to \$1,000 for the soil trailer certificate that will be an item in the WVACD scholarship auction and to pay for it from the Soil Survey funds. Seconded by Jim Anderson. Motion passed.**

- 2023 Calendars
 - **Amy Wade made a motion to order one hundred 2023 pocket calendars from 4Imprint the same as had been ordered in 2022. Seconded by David McCardle. Motion passed.** Amy requested to ask 4Imprint how early 2024 calendars can be ordered.
 - Two supervisors requested 2023 monthly planner calendars.

- New Conservation Agreements
 - Jordan & Jayne Frye/Marshall County/20.5 acres
 - Sharon Whetzel & Urban Danahey/Marshall County/215 acres
Jim Anderson made a motion to approve J. & J. Frye and S. Whetzel & D. Danahey as new cooperators. Seconded by Amy Wade. Motion passed.

- AgEP
 - Cancellation
 - Craig Knight/Urban Ag/Did not sign contract-opted out
David McCardle made a motion to cancel the contract for C. Knight as per his request. Seconded by Amy Wade. Motion passed.
 - Payments
 - Mark Fitzsimmons recused himself from the meeting and appointed Vice Chairman, Jim Anderson, to chair the meeting.
 - Suzan Smith/Heavy Use Protection Area/1,500 sq ft/\$1,980.00
 - Mark Fitzsimmons/PD Fence/1,440 ft/\$2,000.00
David McCardle made a motion to approve the completed AgEP contracts as presented for S. Smith and M. Fitzsimmons. Motion passed.
 - Mark Fitzsimmons returned as chairman of the meeting.

Correspondence – Amy Wade, Secretary, presented the following:

- 1) A thank you from the HOA committee for the district support.
- 2) A thank you from Julie Stutler, NRCS, for the invitation to HOA.
- 3) A thank you from the Ravenswood HS FFA for the district support for their attendance to the Mid-American Grasslands Competition.

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

There being no further business, the meeting was adjourned at 1:45 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson