

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 10, 2022
10:00 a.m.

Supervisors Present

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

Others Present

Jennifer Kile, Conservation Specialist, WVCA
Abby Geho, District Administrator, NPCD
Heather Duncan, Executive Director, WVACD – via teleconference
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Conservation Technician, NRCS
Bob Straub, CPA
Karen Cox, WVU Extension Agent, Agriculture & Natural Resources

Chairman Mark Fitzsimmons called the meeting to order on Thursday, November 10, 2022, at 10:08 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 October 2022 board meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the NPCD financials for October 2022. **David McCardle made a motion to accept the NPCD financials as presented. Seconded by Chuck Glenn. Motion passed.**
- Chuck Glenn reviewed the October 2022 co-administered funds financials.

Reports

- District Crew (NPCD) – No Report
- Farm Service Agency (FSA) - No Report
- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA) – No Report

- WV Association of Conservation Districts (WVACD)
 - Heather Duncan reviewed the WVACD monthly report. 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.
- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that landowners of Wheeling Creek #25 are in agreement for repairs. Howard Coffield will coordinate with Harry Aston to mow the PA dams.
- Administrative Specialist (WVCA) – No report
- District Administrator (NPCD)
 - Abby Geho informed the board that Paul Seidewitz still has the aerator. **Robert Luchetti, Jr. made a motion to send a certified letter to Paul Seidewitz. Seconded by Jim Anderson. Motion passed.**
- Visitors - None
- Committee Reports
 - Education Committee
 - Cameron Elementary School is interested in learning urban ag. There was a discussion about what can be offered. Katie Fitzsimmons and David Shipman will contact the school and see exactly what they are interested in.
 - High Tunnel Committee
 - The high tunnel has been sealed up and the temperature probe has been installed for the weather station.
 - Karen Cox wants information to link NOAA for pest control information.
 - Building Committee
 - The toilet in the women’s restroom is continually running. The toilet will be replaced.
 - Robert Luchetti, Jr. talked to the contractor for the doors. He will be at the office in about two weeks.
 - Legislative Committee
 - January 16 is Conservation Day in Charleston. January 15 committee meetings will be held for the WVACD quarterly meeting. Legislatures should be invited to come to Conservation Day on January 16.
 - Amy Wade provided the following information to supervisors and requested that each supervisor write a letter to Governor Jim Justice to support these two items:
 - Support \$1.6 million on improvement funding
 - Support \$55 million one-time supplemental for work on watershed dams to match federal funds
 - Thank you notes for legislatures that came to our banquet will be sent out.
 - Equipment Committee
 - Abby Geho provided an equipment rental report for the supervisors to review. It will be filed with the minutes.

- O&M Committee
 - Jim Anderson called the city manager's office to get monitors for the Harmon Creek dams.
- Personnel Committee - No report
- Safety Committee
 - A meeting will be scheduled
- Supervisor Reports - None

Old Business

- Wheeling Creek #3 – Updates
 - A notice to proceed was presented to the contractor for November 1 with 60 days to complete the work. Pumping will start next week and will be there 24/7.
- Ohio County WVU Hands on Ag Day Support
 - Karen Cox would like Ohio County Hands on Ag Day to be a partnership. Karen sent a letter for the soil trailer. **Amy Wade made a motion to move the NPCD table next to the soil trailer at the Ohio County Country Fair. Seconded by David McCardle. Motion passed.** Ohio County Hands on Ag Day will be discussed at the education committee meeting on December 5 at 1:00 pm.
 - Karen announced the upcoming ag dinner series. Information will be provided before the next meeting.

New Business

- Wheeling Creek EAPs – Statement of Review
 - **Amy Wade made a motion to sign the Wheeling Creek EAP SORs. Seconded by David McCardle. Motion passed.**
- Wheeling Creek #23 – High Hazard Dam Notice
 - Amy Wade will draft a response letter to Dam Safety regarding Wheeling Creek #23 high hazard dam notice.
- WVACD/NRCS Grant
 - The grant will be discussed at the December 5 education committee meeting.
- Rural Development (RD) Requests
 - Rural Development requested that the handle to the file room be replaced. The contractor that is coming to look at the exterior doors in the building will also look at the door in RD.
 - Rural Development asked if the NPCD has an extra desk available. NPCD does not have a desk available for RD.
- Small Farm Conference Sponsorship
 - **Jim Anderson made a motion to sponsor one person from each county as a reimbursement for the Small Farm conference. If no one goes then the NPCD**

will donate to the conference. Total to spend is \$800. Seconded by David McCardle. Motion passed. Karen Cox has a flyer for the advertisement.

- Tractor Supply Credit Account
 - **Robert Luchetti, Jr. made a motion to cancel the Tractor Supply credit account. Seconded by Chuck Glenn. Motion passed.**

- NPCD Business Cards – Update to Information
 - Five hundred business cards with updated information will be ordered for district supervisors.

- National NACD Meeting Attendance
 - Jim Anderson is interested in attending the national NACD meeting. The NP RC&D will cover the expenses for Jim.

- Laptop for NPCD Employee
 - **David McCardle made a motion to purchase a new laptop for the NPCD employee. Seconded by Chuck Glenn. Motion passed.**
 - **Jim Anderson made a motion to purchase a MacBook with an external hard drive (at least 1TB). Seconded by Amy Wade. Motion passed.**

- Presentation Pointer
 - **Amy Wade made a motion to purchase a new presentation pointer. Seconded by Chuck Glenn. Motion passed.**

- Equipment Lease Agreements Updates
 - An updated equipment rental lease agreement was presented. **Amy Wade made a motion to accept the updates to the equipment lease agreements. Seconded by David McCardle. Motion passed.**

- 2023 Education Programs
 - An education committee meeting will be held on Monday, December 5 at 1:00 pm.

- Ag Merit Badge Day
 - Ag merit badge day will be discussed at the upcoming equipment committee meeting.

- Fruit Baskets for Dam Monitors
 - **Amy Wade made a motion to purchase 26 fruit baskets for dam monitors. Seconded by Jim Anderson. Motion passed.**

- Embroidered NPCD Logo for Supervisors
 - Each supervisor may have 2 items per year embroidered with the district logo.

- Christmas Luncheon
 - The NPCD Christmas luncheon will be held on Thursday, December 8 at noon at Perkins in Moundsville. Gifts for the card game are needed.

- AgEP
 - State AgEP meeting will be held on December 12 at 10:00 am at the Elk Conservation District.
 - Payments

Name	Practice	Amount	Cost Share
William Parson	Lime	46.3 Tons	\$1,041.75
Barry Stahl	Water System	1 system	\$2,000.00
Jeffery Allen	Lime	23.95 Tons	\$538.88
Lloyd Earnest	Excl. Fence	1204 Ft	\$2,000.00
John Tominack	Excl. Fence	1750 Ft	\$2,000.00
	Total payments		\$7,580.63

Jim Anderson made a motion to approve payment for completed AgEP contracts for W. Parsons, B. Stahl, J. Allen, L. Earnest, and J. Tominack. Seconded by Chuck Glenn. Motion passed.

Correspondence - None

NEXT MEETING -The next board meeting will be held on Thursday, December 8, 2022, at the USDA Service Center, McMechen at 9:30 am.

There being no further business, the meeting was adjourned at 2:04 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes recorded by Abby Geho

Minutes submitted by Veronica Gibson