

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**December 8, 2022**  
**9:30 a.m.**

**Supervisors Present**

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

**Supervisor Absent**

Steve Paull, Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jennifer Kile, Conservation Specialist, WVCA – via teleconference  
Kim Fisher, District Operations Manager, WVCA  
Davin White, Communications Specialist, WVCA – via teleconference  
Abby Geho, District Administrator, NPCD  
Heather Duncan, Executive Director, WVACD  
Katie Fitzsimmons, District Conservationist, NRCS  
Bob Straub, CPA

Vice-Chairman Jim Anderson called the meeting to order on Thursday, December 8, 2022, at 9:30 a.m. at the USDA Service Center in McMechen, WV. Chairman Mark Fitzsimmons was late to the meeting.

**Pledge of Allegiance** – The pledge of allegiance was recited.

**Minutes**

- **David McCardle made a motion to approve the November 2022 board meeting minutes as presented. Seconded by Amy Wade. Motion passed.**

**Financial Report**

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

**Reports**

- District Crew (NPCD) – No Report
- Farm Service Agency (FSA) - No Report

- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report. It will be filed with the minutes. The spotted lantern fly has been seen in Brooke County.
- WV Conservation Agency (WVCA)
  - Kim Fisher reviewed a written report. It will be filed with the minutes. Jennifer Skaggs is the interim WVCA Executive Director.
- WV Association of Conservation Districts (WVACD)
  - Heather Duncan reviewed the WVACD monthly report. It will be filed with the minutes. Conservation Day and the WVACD quarterly meeting were discussed.
- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
- Wheeling Creek Watershed Commission (WCWC) – No report
- Administrative Specialist (WVCA)
  - Veronica Gibson is working with the bank for new checking account signature cards. The FY22 AUP review will be December 15. Information for the 2023 poster contest and the Samara contest will be sent in the mail and emailed soon.
- District Administrator (NPCD)
  - Abby Geho confirmed with the supervisors how they would like to charge the last cooperator that had the aerator. He will be charged for all the days he had it and a cleaning fee. Pictures of the uncleaned aerator will be included with the invoice. Items that the supervisors would like to have embroidered are needed.
- Visitors - None
- Committee Reports
  - Education Committee
    - Mark Fitzsimmons reported that the education committee meeting that was held on December 5 was a good meeting. He is working with Katie Fitzsimmons on the WVACD grant.
  - High Tunnel Committee
    - Abby Geho reported that lettuce in the high tunnel may be ready to cut.
  - Building Committee
    - Mark Fitzsimmons reported that a contractor will submit a bid for work on the north and west side doors. That contractor will provide a name for the repairs to the front door. The lady's restroom has been repaired.
    - Jim Anderson said the fan in the men's restroom may need to be replaced soon.
  - Legislative Committee
    - Amy Wade is working on a mailing for our legislators for an invite for Conservation Day.
  - Equipment Committee
    - Abby Geho provided an equipment rental report for the supervisors to review. It will be filed with the minutes. One spreader is currently out.

- O&M Committee
  - All dams have been completed as requested by the WVCA inspections. The PA dams have not been worked on.
- Personnel Committee - No report
- Safety Committee
  - A meeting will be scheduled on December 5 at 12:00 pm. The BRIM questionnaire has been completed. There was a discussion regarding additional trainings needed including lawnmower safety and driver training.
  - David McCardle said that the fire extinguisher safety employee said that three additional fire extinguishers are needed in the garage area.
- Supervisor Reports
  - Chuck Glenn – He emailed a principal an RC&D grant application.
  - Eric Freeland – He would host a safety field day at his farm. Topics suggested included chemicals, chain saw, ladder, and tractor safety. Eric Freeland was added to the safety committee.

### Old Business

- Wheeling Creek #3 – Updates
  - Mark Fitzsimmons reported that there are no new developments regarding the lawsuit. There have been issues with the pumps that are draining the dam. There was a discussion regarding the contract for the work.
- Ohio County WVU Hands on Ag Day Support
  - **David McCardle made a motion to table until the cost of the soil trailer is determined. Seconded by Jim Anderson. Motion passed.** Mark Fitzsimmons will contact Aimee Figgatt to determine the price.

### New Business

- SWCW Membership Renewal Notice
  - **David McCardle made a motion to pay \$115 to renew the SWCS membership. Seconded by Chuck Glenn. Motion passed.**
- Modification to Contract 2022-05-11 OMR NPCD Upper Grave 1 Improvements
  - Don Whetzel and Levi Cyphers reported on Upper Grave Creek #1. The WVCA will shutdown the job for a minimum of 45 days due to weather. The contractor will request a partial payment. A leak has been found and an additional pipe will need to be installed. This will create a change in payment. **David McCardle made a motion to table the modification for contract 2022-05-11 OMR NPCD Upper Grave 1 Improvements until proper paperwork is received. Seconded by Jim Anderson. Motion passed.**
- Conservation Day Information
  - Davin White requested information from the district to appear in the WVCA annual report. Each district will have one page in the annual report. He asked the district to list their biggest accomplishments in 2022 and top priorities in 2023. He requested photos and he will include the district AgEP information.

- Response Letter – Wheeling Creek #23 – High Hazard Notice
  - **Jim Anderson made a motion to send the response letter drafted by Amy Wade regarding the district response to Wheeling Creek #23 listed as a high hazard dam. Seconded by David McCardle. Motion passed.**
  
- Conservation Dinner Meeting - January
  - Katie Fitzsimmons is working in a dinner meeting for the district. **Jim Anderson made a motion to send a request to the NPCD Foundation for sponsorship. Seconded by Amy Wade. Motion passed.**
  
- WVU Extension – Ohio County – Programs Support
  - **Jim Anderson made a motion to send \$400 to the WVU Extension Ohio County office for four upcoming programs. Seconded by David McCardle. Motion passed.**
  
- AgEP
  - The state AgEP meeting will be held on December 12, at 10:00 am at the Elk CD.
  - Jennifer Kile mailed six-month notices to cooperators with uncompleted AgEP contracts.

**Correspondence** – None

**NEXT MEETING** –The next board meeting will be held on Thursday, January 12, 2023, at the USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 11:20 a.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**