

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**April 13, 2023**  
**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

**Supervisor Absent**

Eric Freeland – Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Don Whetzel, Watershed Manager North, WVCA  
Gene Saurborn, Director of Watershed Projects, WVCA - via teleconference  
Abby Geho, District Administrator, NPCD  
David Shipman, Soil Conservationist, NRCS  
Kevin Paul, NRCS – via teleconference  
Brent Lyons, Forester, WV DOF

Chairman Mark Fitzsimmons called the meeting to order on Thursday, April 13, 2023, at 10:00 a.m. at the USDA Service Center in McMechen, WV.

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

**Minutes**

- **David McCardle made a motion to approve the March 2023 board meeting minutes, the March 15, 2023, special meeting minutes, and the March 24, 2023, special meeting minutes as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

**Financial Report**

- Bob Straub was unable to attend the meeting.
- Chuck Glenn reviewed the March 2023 co-administered funds financials.

**Reports**

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

- WV Division of Forestry (WVDOF)
  - Brent Lyons provided a written report and added that there are 500 to 600 fires throughout the state.

West Virginia Division of Forestry Activities  
 Brooke, Hancock, Marshall and Ohio Counties  
 April 13, 2023

This Report Covers Activities from 03/07/2023 - 04/10/23

**BROOKE COUNTY**

Investigated a fire. Contacted the 911 Center. Inspected a logging job. Distributed Forest Fire Laws and Invasive Species Workshop flyers.

**HANCOCK COUNTY**

Investigated fires. Contacted the 911 Center. Prepared a timber recon report. Inspected logging jobs.

**MARSHALL COUNTY**

Investigated a fire. Contacted the 911 Center. Attended meeting/presented Smokey Bear sign to Mt. Olivet VFD. Conducted a Smokey Bear program at Glen Dale Elementary. Distributed Forest Fire Laws and Invasive Species Workshop flyers.

**OHIO COUNTY**

Conducted a recon for a Christmas tree farm.

**REGION**

Attended online Stewardship training.

- WV Conservation Agency (WVCA)
  - The WVCA monthly report was reviewed.

**April 2023  
 WVCA Report**

**WVCA Executive Director**

The WV State Conservation Committee is pleased to announce the hiring of Judith Lyons as Executive Director of the West Virginia Conservation Agency, effective April 8, 2023. Judith has served in the environmental and conservation field for over twenty years. Her management and technical experience will be a tremendous asset to the West Virginia Conservation Agency and the Committee looks forward to working with her in continuing its mission. Please join us in welcoming Judith as the new Executive Director.

**Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

**Engineering Expression of Interest**

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

### **Conservation Farm Tour**

It is time for districts to be thinking about the conservation farm families to be awarded. CDs should have their district farm selection to their Area Directors by May 31.

#### **Timelines:**

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

**O&M Agreements:** CD's are encouraged to continue to work with local sponsors for O&M funding. The change will be that these agreements will not be matched dollar for dollar as they were in the past. The WVCA will be allocating funds on a watershed basis moving forward to help with O&M costs.

#### **AGEP Timeline:**

- **April** - Presentation of upcoming FY AgEP to SCC
- **May/June/July** – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs
- **June 15** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

### **WV State Fair Sign Ups**

The schedule for state fair volunteers is now available under the WVCA admin webpage. If you would like to schedule a time frame to work at the fair, please contact your Administrative Specialist.

- WV Association of Conservation Districts (WVACD) – No Report
- Natural Resource Conservation Service (NRCS)
  - David Shipman reviewed a written report. State Conservationist, Jon Bourdon, will attend the May NPCD board meeting. David passed out a questionnaire for the supervisors to complete prior to Jon's arrival.

*April 2023*

#### ***NRCS Work Unit Report:***

- **Trainings/Upcoming Events/Outreach**
  - April 25<sup>th</sup> – staff will be attending training in Marion County
- **Application Deadlines**
  - EQIP Round 2 Sign up – 4/14
  - CSP Sign up – 4/14

- **Programs**
  - **Program Applications – Eligible to Assess**
    - Round 2 EQIP – 8 NPCD, 6 UOCD
    - CSP – 8 applications as of 4/10
    - Round 1 status
      - Contracts obligated – 4
      - Approved awaiting signature - 7
      - Applications preapproved - 12
- **Field Visits/Conservation Planning**
  - Staff completed field visits for conservation planning, technical assistance, and practice certifications.
  - Contract reviews for all active contracts - completed March 31<sup>st</sup>
  - Staff in both offices assisted each conservation district with their quarterly newsletter
  - Completed new producer visits which turned into new applications
- **Other**
  - **NPCD South LWG Meeting – April 26<sup>th</sup>**
  - **NPCD North LWG Meeting – April 27<sup>th</sup>**
  - **UOCD LWG Meeting – May 2<sup>nd</sup>**
  - **Invasive Species Dinner Meeting, Valley Grove, WV – May 19<sup>th</sup>**
  - **Invasive Species Field Day, Bethany, WV – May 20<sup>th</sup>**
  - **Women in Ag Day – May 23<sup>rd</sup>**
  - **Farm Tax Workshop Dinner Meeting, Limestone, WV – May 31<sup>st</sup>**
- Wheeling Creek Watershed Commission (WCWC)
  - The next WCWC meeting is Thursday, April 20 at 10:00 am at the Highlands Event Center.
- Administrative Specialist (WVCA) – No Report
- District Administrator (NPCD)
  - Abby Geho reported that Safety 1<sup>st</sup>, the fire extinguisher supplier, left three loaner extinguishers while they are checking ours. After a discussion it was decided that a fire extinguisher should be placed in the garage and the open bays. The new doors will be installed Thursday, Friday and Monday starting next week. The spreader in Brooke County needs repairs. The wheel bearings went out in one of the wheels. Steve Paull will get the wheel off the spreader and get it to Knight’s Farm Supply to be repaired.

- Visitors
  - Don Whetzel let the district know that a new watershed technician, Bill Armstrong, will begin work on April 24.
- Committee Reports
  - Equipment Committee
    - Abby Geho provided an equipment rental report.
  - High Tunnel Committee
    - David Shipman reported that one raised bed has been prepped for planting. The supervisors will work in the high tunnel on April 17 at 1:00 pm to finish prepping the beds for planting.
  - Grassland Committee
    - Mark Fitzsimmons worked at the Grassland competition.
  - Ag EP Committee
    - Mark Fitzsimmons attended the AgEP roundtable meeting that followed the WVACD quarterly meeting.
  - Safety Committee
    - Robert Luchetti, Jr. said the safety field day will happen the end of September.

### **Old Business**

- Harmon Creek O&M – Bid Out/NPCD Crew
  - **Jim Anderson made a motion to table the decision regarding the O&M work to be completed at the Harmon Creek dams. Seconded by Steve Paull. Motion passed.**
- Conservation Farm
  - At this time, farms have not been selected for the Conservation Farm tour.
- Soil Tester
  - Applications have been received for the soil tester position and will be reviewed following the board meeting.

### **New Business**

- MOU for NP RC&D and NPCD
  - **David McCardle made a motion to accept the NP RC&D MOU as presented. Seconded by Amy Wade. Motion passed.**
- NPCD O&M Crew
  - **Jim Anderson made a motion to advertise for work crew employees as follows - \$15 to \$20 per hour, full-time temporary, 5 to 6 months per year, with the ability to operate a Ventrac, skid steer, chain saw, and weed eater. Able to drive a truck with a trailer and must pass a drug test. Seconded by David McCardle. Motion passed. Applications will be due by May 1.**
- Purchase Seed Planter
  - **Jim Anderson made a motion to table the decision of the purchase of a seed planter. Seconded by David McCardle. Motion passed.**

- NPCD Policy Manual
  - **David McCardle made a motion to approve the updated NPCD policy manual as presented. Seconded by Robert Luchetti, Jr. Motion passed.**
- Wheeling Trash Rack Installation Contract
  - **David McCardle made a motion to allow the WVCA to develop a contract for installation of trash racks at Wheeling Creek site #7, #23, and #25. Seconded by Jim Anderson. Motion passed.**
- Wheeling Creek Debris Cleanup
  - **Amy Wade made a motion to allow the WVCA to develop a contract for debris removal for the Wheeling Creek dams. Seconded by Jim Anderson. Motion passed.**
- WV Watershed Network Contribution
  - **David McCardle made a motion to donate \$200 to the WV Watershed Network. Seconded by Jim Anderson. Motion passed.**
- WV Jr. Conservation Camp
  - **A camp scholarship is \$175. Jim Anderson made a motion to sponsor 8 scholarships for a total of \$1,400 as follows: two scholarships from each northern panhandle county. If two campers cannot be found from each county, then the scholarship will go to a camper in need. Seconded by Chuck Glenn. Motion passed.**
- Farm Safety Field Day
  - **Robert Luchetti, Jr. made a motion to table the planning of the Farm Safety Field Day. Seconded by Jim Anderson. Motion passed.**
- Upper Grave Creek #7, #8, & #9 Updates
  - **A meeting was held with the NPCD attorney and others involved in this issue. Gene Saurborn reported that there have been no changes since the meeting with the attorney. Amy Wade made a motion to submit a letter to NRCS, state and national level, to provide a review, advisement and comment on the situation regarding ACNR and Upper Grave Creek #7, #8, and #9. Seconded by David McCardle. Motion passed. Amy Wade made a motion to send a letter to Dam Safety with the same content as the letter to NRCS. Seconded by Jim Anderson. Motion passed.**
- Poster Judging Contest
  - **The posters will be judged following the board meeting.**
- New Conservation Agreements
  - **Jacob Walker/Marshall County/18 acres**
  - **Ralph Dunkin/Ohio County/.3 acres**
  - **Jim Anderson made a motion to approve the conservation agreements for J. Walker and R. Dunkin. Seconded by David McCardle. Motion passed.**

- Ag Enhancement
  - Cancellation

Name	Practice	Amount	Cost Share	Reason
Henry Zeidler	PD Fence	1,456 feet	\$2,000.00	Cooperator Requested

**Jim Anderson made a motion to cancel the contract for H. Zeidler as requested by cooperator. Seconded by Chuck Glenn. Motion passed.**

- Payments

Name	Practice	Amount	Cost Share
Shirley Redd	Pasture Division Fence	1458 FT	\$2,000.00
Ronald Mason	Woodland Exclusion Fence	1002 FT	\$1,575.00
	Total Payments		\$3,575.00

**David McCardle made a motion to pay the completed practices for S. Redd and R. Mason as presented. Seconded by Chuck Glenn. Motion passed.**

**Correspondence** – Secretary Amy Wade read the following correspondence: 1) A letter from Miss Teen USA requesting a donation. 2) A thank you from Ashley Evans for the NPCD purchase at the ham, bacon, and egg sale. 3) A thank you from the WVU soils team for the donation. 4) A letter from the WVACD regarding an increase in dues.

**Supervisor Reports**

Chuck Glenn – Would like to see the newsletters sent to all the schools in the district.

Robert Luchetti, Jr. – Liked the last newsletter. Gave a report regarding the Ohio County SWA meeting he attended. Discussed rain barrels.

David McCardle – Discussed the upcoming Marshall County SWA cleanup.

**NEXT MEETING** –The next board meeting will be held on Thursday, May 11, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 1:05 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**