

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**May 11, 2023**  
**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 – via teleconference  
Robert Luchetti, Jr., Ohio County  
David McCardle, Marshall County  
Mark Fitzsimmons, Marshall County, Chairman

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Kim Fisher, District Operations Manager, WVCA  
Don Whetzel, Watershed Manager North, WVCA  
Bill Armstrong, Watershed Technician, WVCA  
Cindy Shreve, Conservation Service Manager North, 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, May 11, 2023, at 10:00 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 April 2023 board meeting minutes and the May 4, 2023, special meeting minutes as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

**Financial Report**

- Bob Straub reviewed the NPCD financials for March and April 2023.
- Chuck Glenn reviewed the April 2023 co-administered funds financials.  
**Robert Luchetti, Jr., made a motion to file all financials for audit. Seconded by Jim Anderson. Motion passed.**

**Soil Tester – Jim Anderson made a motion to enter executive session at 10:21 am to review soil tester applications. Seconded by Steve Paull. Motion passed.** The board returned from executive session at 10:32 am and reported that Carlee Klegg will be contacted for the soil tester position.

**Reports**

- District Crew (NPCD) – No Report
- Farm Service Agency (FSA) - No Report
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report and asked if he could use herbicides that the district has for his presentation at the invasive species field day. The board told Brent to make a list of anything that he will need to be purchased for the field day.

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

May 11, 2023

This Report Covers Activities from 04/11/2023 - 05/05/23

**BROOKE COUNTY**

Investigated a fire/prepared a fire report. Prepared for Invasive Species workshop. Inspected/closed-out a logging job. Distributed Forest Fire Laws and Invasive Species Workshop flyers.

**HANCOCK COUNTY**

Prepared/mailed timber recon report to landowners. Investigated fires and prepared fire reports. Contacts w/VFDs, State Police, Sheriff's Dept., DNR Law Enforcement and 911/OES re: fires. Inspected the Hillcrest RAWS. Attended Local Work Group meeting.

**MARSHALL COUNTY**

Prepared/mailed timber recon report to landowners. Prepared a fire report. Contacts w/VFDs, Sheriff's Dept. and 911 Center re: fires. Attended Outreach Dinner. Distributed Forest Fire Laws and Invasive Species Workshop flyers.

**OHIO COUNTY**

I&D problem in Bethlehem. Distributed Forest Fire Laws and Invasive Species Workshop Flyers. Attended the Wheeling Creek Watershed Commission and Local Work Group meetings.

**REGION:**

- Enforced the Burning Ban. Attended online Stewardship training. Assisted w/Career Day at North Marion High School.
- WV Conservation Agency (WVCA)
    - Kim Fisher reviewed a written report. She informed the board that she has been covering the Elk CD several days a week and thanked Veronica Gibson for covering the Little Kanawha CD.

**May 2023  
WVCA Report**

**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 Long Range Plan. 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's time to plan for the 2023 conservation farm recognition in your district. The district winner nomination packet is due to Kim and Jeremy by May 31. This packets includes a completed farm bio, a signed conservation farm plan and conservation plan map.

**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.

The new state funding agreement should be hitting the CDs soon. This will replace the state match of the past.

## **AGEP Timeline:**

**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)
  - A written report was reviewed. Mark Fitzsimmons reviewed the agenda for the July WVACD quarterly meeting.

### **May 2023 Board Report from Heather Duncan, WVACD Executive Director**

#### **July Quarterly Meeting**

The July quarterly meeting, also annual business meeting, will be held on July 17-18 at Canaan Valley Resort and is hosted by PVCD. We are hoping to have an informal 'happy hour' Sunday evening on July 16<sup>th</sup> and it will give those who are coming in the night before a chance to mingle. On Monday, we will have the committee meetings and then the afternoon will be a tour hosted by PVCD. Tuesday will be the annual business meeting. Lodging reservations can be made at the following link: [Booking Link: https://www.canaanresort.com/book-now?pid=24037](https://www.canaanresort.com/book-now?pid=24037) Group Code: 10355T (Taxes can be taken off at check in for those booking with a P-Card or have a tax exempt form in hand). The room rate is \$99, plus taxes and fees.

#### **Area Meetings**

Please do not forget about the area meetings that meet quarterly, prior to the WVACD quarterly meetings. These meetings are designed to gather districts in similar regions to discuss important information prior to the quarterly meetings.

For information regarding your area meeting, please feel free to contact myself or your area meeting coordinator (information located in the WVACD quarterly newsletter).

#### **NACD News**

The NACD Annual Summer Fly In will be held in Bismarck, ND July 15-19. Registration is available on the NACD website for anyone interested in attending.

We certainly appreciate Annick McGuirk, NE Regional Rep, for attending our April quarterly meeting! It was nice hearing the updates from NACD and also how well WV is represented on the regional and national level.

#### **Per Diem Update**

Still awaiting an update from the AG's office. Stay tuned ... still ....

#### **Reminders and Updates**

Continue to make conversations with your legislators and be mindful of where they are located when sending letters and messages. While they are in session, use their session addresses and when they are home, use their home addresses to ensure that they are receiving your mail. Continue to update them on your district events and progress.

The Eastern Panhandle CD, along with WVACD, WVCA, and NRCS hosted the NCF-NGLI cohorts on April 27 and toured various sites that promoted conservation and partnership work. Thank you to everyone who participated in the tour and I think attendees were able to experience the great work happening in WV. Thank you also to EPCD for supporting the transportation and lunch!!

Congratulations to Ravenswood FFA for winning the WV Envirothon competition for the second year in a row. 30 teams competed this year, along with 2 alternate teams. Thank you also to the districts who supported registration costs, sponsorships, training events, volunteers, and so much more. This competition would not happen without the continued support from the districts and also our partnering agencies. THANK YOU, THANK YOU!

## Long Range Plans and Local Work Group Meetings

Districts should have their LWG and LRP meetings set at this point. A template for the LRP has already been sent out along with the presentation from the January quarterly meeting. Remember that this is a guidance document and while may seem daunting and difficult at first, should prove to be very valuable in planning the future of your district. Don't forget that the annual plan (one year plan) is due in June 2024 and should be a more detailed version of your LRP.

## New Website

WVACD has a new website and can be found at [www.wvacd.org](http://www.wvacd.org). It is still very much a work in progress. If you have ideas for information or any photographs to be included, please let me know.

## Upcoming Dates

June 27 – Eastern Area

Meeting at MCD 10 am

June 29 – Western Area

Meeting at LKCD 10 am

June 30 – Central Area

Meeting at CCD 10 am July

11 – State Conservation

Committee Meeting

July 17-18 – Summer Quarterly Meeting at Canaan

Valley Resort October 16-17 – Fall Quarterly

Meeting at Days Inn, Flatwoods

- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report.
  - A Pathways employee will start on June 5. He will work in the NPCD and UOCD offices.
  - Beginning June 1, Katie will begin covering the MCD office. She will be in that office two days per week through December 2023.
  - An advertisement for a District Conservationist for the UOCD office will be posted in June.
  - The most noted concern received from the LWG meeting that was held in Hancock County was the lack of access to equipment in Hancock County and Brooke County. Katie will contact a location that can be used at least once a month that can be used as a satellite office.
  - The NPCD Long Range Plan is due by the end of June. Katie is working on this.
  - Blue bird houses are needed for EQIP and CSP contracts. Mark Fitzsimmons has found someone that will build them and provide them to the district. The district will sell the blue bird boxes as needed.

*May 2023*

### *NRCS Work Unit Report:*

- **Trainings/Upcoming Events/Outreach**
  - Staff attended NPCD north and south local workgroup meetings, UOCD local workgroup meeting, and NPCD underserved meeting.
  - NPCD staff assisted with planting district high tunnel

- UOCD – Lauren attended the Tyler county High Tunnel meeting and the Wetzel County Farm Bureau meeting
- **Application Deadlines**
  - EQIP Round 2 & CSP Eligibility Deadline – May 12, 2023
  - EQIP Round 2 and CSP Assessment Deadline – July 14, 2023
- **Programs**
  - **Program Applications – Eligible to Assess**
    - CSP
      - NPCD – 11 applications, 7 currently eligible
    - EQIP Round 2 status
      - NPCD – 13 applications, 10 currently eligible
      - UOCD – 8 applications, 6 currently eligible
    - EQIP Round 1 Obligations
      - NPCD - \$365,368.00 (14 contracts)
        - 6 additional preapprovals being worked on
      - UOCD - \$307,801.00 (4 contracts)
- **Field Visits/Conservation Planning**
  - Staff completed field visits for conservation planning, technical assistance, and practice certifications.
  - Completed new producer visits which turned into new applications.
- **Other**
  - **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>**
  - **June 5<sup>th</sup> – Pathways student begins work**
- Wheeling Creek Watershed Commission (WCWC)
  - The next WCWC meeting is Friday, July 21.
- Administrative Specialist (WVCA)
  - An email was received on May 10 requesting an application for the work crew. The closing date for the job was May 5. An application will not be provided at this time.
- District Administrator (NPCD)
  - Abby Geho requested that all items to be put in the July newsletter be submitted no later than June 19. Names of poster winners and pictures of the LWG meetings will be included in the newsletter.
  - Abby is working on the Education binder that is to be submitted to the WVACD.

- Visitors
  - Don Whetzel introduced Bill Armstrong, Watershed Technician.
  - During the Harmon Creek inspections, poison hemlock was found at all of the dams. Upper Grave Creek #5 also had poison hemlock. Don said that it will need to be sprayed and all equipment used should be sprayed to keep it from spreading.
  - Don and Bill are meeting with the Moundsville City manager today regarding reported stream blockages.
  
- Committee Reports
  - Legislative Committee
    - Mark Fitzsimmons reported that Conservation Day at the capital will be held on January 15, 2023. A meal will not be provided.
  - Equipment Committee
    - Abby Geho reported that the spreaders have been rented often.
    - Steve Paull reported that the spreader in Brooke County has not been repaired. The parts have just come in. He will pick up the parts and repair the spreader.
  - Building Committee
    - The three outside steel doors have been installed.
    - New trim has been installed on the inside of all of the windows.
  - High Tunnel Committee
    - David Shipman and Katie Fitzsimmons reported the following:
      - A new blower is needed. It will be purchased next week.
      - The water has been repaired.
      - Fabric mulch has been placed in beds. New drip tape will be installed.
      - Tomatoes, green peppers, and green beans have been planted. Onions will be planted. More stone is needed and drip pads for low lying areas. Zucchini and squash have been planted and a trellis has been erected for cucumbers.
      - Potatoes have been planted outside in two different types of boxes.
      - Abby Geho has helped with all the work in the high tunnel.
  - Education, Awards, and Outreach Committee
    - A report was given regarding the outreach/underserved dinner that was held last week.
    - Attendance for upcoming events was discussed.

### **Old Business**

- Harmon Creek O&M – Bid Out/NPCD Crew
  - If additional work crew can be found, the NPCD will mow the Harmon Creek dams.
  
- Conservation Farm
  - The NPCD will not participate in the Conservation Farm Tour competition. Farms have been tentatively selected to be recognized for their accomplishments:
    - Hancock County – Murray Farm
    - Brooke County – Family Roots Farm
    - Ohio County – Robert Luchetti
    - Marshall County – Philip Kittle

- Purchase Seed Planter
  - **Jim Anderson made a motion to purchase a seed planter for \$900.00. Seconded by David McCardle. Motion passed.** The seed planter will be offered to cooperators as part of the district rental program.
- Farm Safety Field Day
  - **Eric Freeland made a motion to hold a Farm Safety Field Day tentatively on September 22, 2023, 2:00 to 7:00 pm. Seconded by Robert Luchetti, Jr. Motion passed.**

### New Business

- Ravenswood FFA Mid-American Grasslands Contest Support
  - **Jim Anderson made a motion to donate \$500.00 to the Ravenswood FFA for support to the Mid-American Grasslands contest. Seconded by Chuck Glenn. Motion passed.**
- 2022 Tree Sale Possible Refunds
  - Two people that purchased trees at the 2022 tree sale have reported that some of the trees died. Four trees total. **Chuck Glenn made a motion to replace their trees at the 2024 tree sale. Seconded by David McCardle. Motion passed.**
- Harmon Creek Dam Monitors
  - An email was received from the WVCA watershed division regarding dam monitors for Harmon Creek dams. Steve Paull volunteered to be a monitor at a dam. Don Whetzel is checking to see if the distance from the dam to the monitor's home is a problem.
- WVACD Scholarship Auction
  - **David McCardle made a motion to donate \$1,000.00 to the WVACD Scholarship auction. Seconded by Jim Anderson. Motion passed.**
- Ohio County Country Fair
  - **Jim Anderson made a motion to participate in the Ohio County Country Fair in October in the same tent as the WV Soil Trailer. Seconded by David McCardle. Motion passed.**
- **Letters of Request**
  - \$37,775.00 – FY24 Q1 District Support Allotment
  - \$20,045.00 – FY24 Q2 District Support Allotment
  - \$20,044.00 – FY24 Q3 District Support Allotment
  - \$14,680.00 – FY24 Q4 District Support Allotment
  - **Jim Anderson made a motion to approve the Letters of Request for FY24 for district support as presented. Seconded by David McCardle. Motion passed.**

- New Conservation Agreements
  - Jon Crawford/Marshall County/168 acres
  - Erica & Cody Cumpston/.18 acres
  - Kimberly Stevenson/Ohio County/30 acres
  - Jeffery Davis/Hancock County/18 acres

**Steve Paull made a motion to approve the new cooperator agreements for J. Crawford, E. & C. Cumpston, K. Stevenson, and J. Davis. Seconded by Eric Freeland. Motion passed.**

- Ag Enhancement
  - FY24 AgEP Administration Agreement
    - **David McCardle made a motion to approve the FY24 AgEP Administration Agreement as presented. Seconded by Chuck Glenn. Motion passed.**

- Payments

Name	Practice	Amount	Cost Share
Scott & Carolyn Harris	Water System	1	\$2,000.00
Timothy Ryan	Lime	66.62 Tons	\$1,165.85
	Total Payments		\$3,165.85

**All in favor of approving the payments for S. & C. Harris and T. Ryan as presented for their completed AgEP practices.**

- Cancellation

Name	Practice	Cost Share
Jerry Knight	Pasture Division Fence	\$2,000.00
Randy Chaplin	Water System	\$2,000.00

**David McCardle made a motion to accept the cancellations for the contract for J. Knight and R. Chaplin. Seconded by Chuck Glenn. Motion passed.**

- **Robert Luchetti, Jr. made a motion to hold a special AgEP meeting on June 14, 2023, at 9:00 am by teleconference. Seconded by Steve Paull. Motion passed.**

**Correspondence** – Chairman Mark Fitzsimmons read the following correspondence: 1) A notice of the winning WV 4-H and FFA teams at the National Land Judging and Homesite Evaluation Contest that was held in Oklahoma City on May 4, 2023. 2) A notice from the WVACD to inform the district that there was a scholarship winner from John Marshall High School.

**Supervisor Reports**

Jim Anderson – He will attend the Hazardous Migration Committee meeting that will be held on May 16.

Chuck Glenn – He felt that the LWG meeting that was held in the north was a good meeting. He said that farmers in that area are eager to know what the district has to offer.

Robert Luchetti, Jr. – He attended the meeting held on April 17 at Bear Rock Lake with NRCS and Dam Safety. The coal mine went under the lake/dam and he found it interesting to see what could happen if the coal mine goes under the dams at Upper Grave Creek.



**NEXT MEETING** –The next board meeting will be held on Thursday, June 8, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 1:20 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**