

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
June 8, 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
Cindy Shreve, Conservation Service Manager, WVCA
Gene Saurborn, Director of Watershed Projects, WVCA
Don Whetzel, Watershed Manager North, WVCA
Bill Armstrong, Watershed Technician, WVCA
Jim Roy, Watershed Technician, WVCA
Abby Geho, District Administrator, NPCD
Brent Lyons Forester, WVDOF
Heather Duncan, Executive Director, WVACD
Katie Fitzsimmons, District Conservationist, NRCS

Chairman Mark Fitzsimmons called the meeting to order on Thursday, June 8, 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 May 2023 board meeting minutes as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

Financial Report

- Bob Straub reviewed the May 2023 NPCD financials.
- Chuck Glenn reviewed the May 2023 NPCD co-administered funds financials.
Jim Anderson made a motion to approve and file the May financials for audit. Seconded by David McCardle. Motion passed.

Reports

- District Crew (NPCD)
 - Mark Fitzsimmons had not reviewed the work orders. This must be completed before the crew can begin mowing.
- Farm Service Agency (FSA) - No Report
- WV Division of Forestry (WVDOF) – Brent Lyons
 - Presented at the NPCD Invasive Species field day.
 - Helped at Cooper’s Rock “fire camp”.
 - Almost 800 fires throughout the state since January 1. Only 5 in this area.
- WV Conservation Agency (WVCA)
 - The WVCA monthly report was reviewed and will be filed with the minutes.

June 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.

Long range plan

Please finalize you long range plans and submit them to Guthrie

Conservation Farm Tour

The district winner nomination packet is due to Kim and Jeremy by May 31. This packet 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 is attached to this report. This will replace the state match of the past. **Please place this on your upcoming agenda for board approval.**

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)
**June 2023 Board Report from Heather Duncan, WVACD
Executive Director**

July Quarterly Meeting

The July quarterly meeting will be held 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 16th and it will give those who are coming in the night before a chance to mingle. The State Fair Committee will also meet. On Monday, we will have the committee meetings and then the afternoon will be a tour hosted by PVCD. Tuesday will be the quarterly 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. Please register for your room by June 17!

Registration for the meeting can be found here: <https://forms.gle/Sj3drRbc2WGayotJ9>. Please fill it out by July 3!!

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.

Per Diem Update

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

NRCS Funding Ideas

NRCS is asking for ways to spend added IRA dollars in West Virginia. This is a perfect time to talk with your constituents about what their needs are. For more information, talk with your local NRCS staff.

Long Range Plans and Local Work Group Meetings

Districts should have their LWG and LRP meetings wrapped up 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. 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.

The latest quarterly meeting information is posted on the website. Please refer to the website for the latest information. Quick link: <https://www.wvacd.org/quarterly-meetings/july-2023-meeting>

Upcoming Dates

- June 9 – Special SCC Meeting, 1 pm
- 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.

June 2023

NRCS Work Unit Report:

Trainings/Upcoming Events/Outreach

Application Deadlines

- EQIP Round 2 and CSP Assessment Deadline – July 14, 2023

Programs

- **Program Applications – Eligible to Assess**
 - CSP
 - NPCD – 11 applications eligible

- EQIP Round 2 status
 - NPCD – 11 applications eligible
 - UOCD – 8 applications eligible
- EQIP/AMA Round 1 Obligations
 - NPCD – 21 contracts totaling \$501,410.00
 - 2022 – 8 contracts totaling - \$128,448
 - UOCD – 7 contracts totaling \$370,811.00
 - 2022 – 15 contracts totaling - \$507,153

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

- June 5th – Irving Aguilar started in the McMechen office
- June 5th – Katie started detail covering the Mon Conservation District – will be in those offices 2 days per week.
- Katie – Leave June 16 - 25

- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting is Friday, July 21 at 10:00 am at the Highlands Event Center.

- Administrative Specialist (WVCA) – Veronica Gibson
 - Will be out of the office June 19 through June 23.

- District Administrator (NPCD) – Abby Geho
 - Information for the upcoming newsletter should be submitted by June 19.
 - Working on the NPCD education binder and RC&D.

- Soiler Tester
 - Started work on May 15.
 - Worked at WIA and in the high tunnel and raised beds.
 - Soil testing as follows:
 - 9 tests
 - 39 samples
 - 293 acres
 - Called 39 cooperators.
 - Have 21 appointments scheduled.

- Visitors - None

- Committee Reports
 - Building Committee
 - Jim Anderson requested that a meeting be set up with Johnson Boiler Works to get the air conditioning in the building corrected to include the ADP room.
 - Equipment Committee
 - Abby Geho provided an equipment rental report.
 - Steve Paull reported that the spreader in Brooke County has been repaired.
 - The daily rental fee for the seed planter will be \$35 per day.

Old Business

- Farm Safety Field Day
 - Nothing to report.

New Business

- Wheeling Creek Debris Cleanup
 - Don Whetzel reported that he is getting everything needed to create an estimate and a job showing date for the debris cleanup at Wheeling Creek sites #3, #7, #23, and #25.
- Wheeling Creek Trash Racks
 - Don Whetzel reported that he is getting everything needed to create an estimate and a job showing date for the trash rack installation at Wheeling Creek sites #7, #23, and #25.
- Middle Grave Creek Channel
 - Don Whetzel asked the board if they would like to have work for the Middle Grave Creek Channel completed by the NPCD crew or have it bid out. The board was undecided. This will appear on the July board meeting agenda.
 - There was a question regarding the cost of the work and when it was last completed.
- LOR for Expenses for UGC
 - **Robert Luchetti, Jr. made a motion to request \$50,000.00 from the WVCA to support the Upper Grave Creek mining investigation to cover legal and consultant expenses. Seconded by David McCardle. Motion passed.**
 - Gene Saurborn reported that engineer interviews will be conducted at the NPCD office on June 15.
- Election of NPCD Officers
 - **Robert Luchetti, Jr. made a motion to reelect current officers to the NPCD board. Seconded by David McCardle. Motion passed.**
 - The officers are as follows:
 - Chairman – Mark Fitzsimmons
 - Vice-Chairman – Jim Anderson
 - Treasurer – Chuck Glenn
 - Secretary – Amy Wade

- WVACD Directors
 - **Chuck Glenn made a motion to keep Mark Fitzsimmons and Jim Anderson as WVACD directors. Seconded by Amy Wade. Motion passed.**
- Long Range Plan
 - The final Long Range Plan will be presented for final review at the NPCD special meeting on June 14.
- WV State Conservation Camp Sponsorship
 - **Jim Anderson made a motion to donate \$1,000.00 to the WV State Conservation Camp. Seconded by David McCardle. Motion passed.**
- WVACD FY24 Annual Dues - \$5,000.00
 - **David McCardle made a motion to pay the FY24 WVACD dues in the amount of \$5,000.00. Seconded by Jim Anderson. Motion passed.**
- FY24 City of Weirton O&M Agreement
 - David McCardle made a motion to table the FY24 City of Weirton O&M agreement. Seconded by Jim Anderson. Motion passed.
- Region 11 HMP - Dams
 - Jim Anderson reported that this organization is requesting the emergency action plans for dams in their area. There was a discussion questioning if the emergency action plans can be given out without a FOIA request. It was decided that the district would like to have more information from this organization and a request on their letterhead.
- Photo Judging
 - Photos received will be judged following the board meeting.
- Purchase of Refrigerator for Office
 - **Jim Anderson made a motion to purchase a refrigerator for the district office with a budget of up to \$2,000.00. Seconded by Amy Wade. Motion passed.**
- New Conservation Agreements
 - Mark Davis/Hancock County/29.8 acres
 - Colerain McCardle/Marshall County/2.281 acres
 - **Jim Anderson made a motion to approve the conservation agreements for M. Davis and C. McCardle. Seconded by Chuck Glenn. Motion passed.**
- Ag Enhancement
 - Jenn Kile reviewed a written report that included total spending for the FY23 program and the number of field visits for the month.

○ Payments

Name	Practice	Amount	Cost Share
Tammy Clark	Pasture Division Fence	517 FT	\$1,185.00
Jason Nuzum	Pasture Division Fence	3136 FT	\$2,000.00
Logan Toler	Pasture Division Fence	1671 FT	\$2,000.00
Lewis Hopkins	Pasture Division Fence	1195 FT	\$2,000.00
William Miller	Pasture Division Fence	1460 FT	\$2,000.00
Julie & Donald Meredith	Pasture Division Fence	1,000 FT	\$1,750.00
Thomas Stenger	Woodland Exclusion Fence	2130 Ft	\$2,000.00
Richard J. Gibson	Pasture Division Fence	2250 FT	\$2,000.00
John W. Miller	Water System	1 system	\$2,000.00

David McCardle made a motion to approve the completed AgEP practices as presented for T. Clark, J. Nuzum, L. Toler, L. Hopkins, W. Miller, J. & D. Meredith, T. Stenger, R. Gibson, and J. W. Miller. Seconded by Chuck Glenn. Motion passed.

○ Cancellations

Name	Practice	Cost Share
James Klug	Pasture Division Fence	\$2,000.00
Thomas Gibson	Pollination	\$200.00
Steve Roth	Pollination	\$200.00
Daniel & Colleen Lucey	Pasture Division Fence	\$2,000.00
Francis Blewitt	Pollination	\$200.00

David McCardle made a motion to approve the AgEP contract cancellations as presented for J. Klug, T. Gibson, S. Roth, D. & C. Lucey, and F. Blewitt. Seconded by Amy Wade. Motion passed.

- Cindy Shreve reviewed a written report that included current conservation specialist vacancies, grants and FY24 timeline.

Correspondence – None

Supervisor Reports

Chuck Glenn – Delivered posters to Allison Elementary School and they may be interest in grant money for a high tunnel.

Robert Luchetti, Jr. – The Ohio County Solid Waste Authority meeting was cancelled.

NEXT MEETING –The next board meeting will be held on Thursday, July 13, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 12:20 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson