

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
July 13, 2023
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
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

Supervisor Absent

Chuck Glenn, Hancock County – Treasurer

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Kim Fisher, District Operations Manager, West, WVCA
Cindy Shreve, Conservation Service Manager, WVCA
Don Whetzel, Watershed Manager North, WVCA
Levi Cyphers, Engineer, WVCA
Abby Geho, District Administrator, NPCD
Karleigh Clegg, Soil Tester, NPCD
Brent Lyons Forester, WVDOF
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Technician, NRCS
Heather Duncan, Executive Director, WVACD – via teleconference

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 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 June 2023 board meeting minutes and the June 14, 2023, special meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the June 2023 NPCD financials.
- Chuck Glenn was unable to attend the meeting to review the June 2023 NPCD co-administered funds financials.
Robert Luchetti, Jr. made a motion to approve and file the June financials for audit. Seconded by Jim Anderson. Motion passed.

Reports

- District Crew (NPCD)
 - Harry Aston is currently mowing the Harmon Creek dams.

- Farm Service Agency (FSA) - No Report

- WV Division of Forestry (WVDOF) – Brent Lyons
 - Brent reviewed a written report.

West Virginia Division of Forestry Activities
 Brooke, Hancock, Marshall, and Ohio Counties
 July 13, 2023
 This Report Covers Activities from 06/08/2023 - 07/11/2023

BROOKE COUNTY

Inspected logging jobs.

HANCOCK COUNTY

Conducted reconnaissance on three CSP practices. Replaced the Smokey Bear sign at Tomlinson Run S. P. Checked sick tree complaints. Inspected logging jobs. Spotted Lantern Fly.

MARSHALL COUNTY

Cruised timber at the Turkey Run Watershed Dam. Inspected logging jobs.

OHIO COUNTY

Cruised timber at the Middle Creek Watershed Dam.

REGION:

Assisted w/BMP Workshop in Farmington. Assisted w/Smokey Bear programs in Wetzel Co. Worked w/Summer Interns.

- WV Conservation Agency (WVCA) – Kim Fisher
 - The West Area Farm Tour was yesterday.
 - There are slots available to work at the WV State Fair.
 - A new AS will start in the LKCD July 31 or August 1. This should relieve Veronica of her duties in the LKCD.
 - Kim reviewed a written report.

July 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 your long range plans and submit them to Guthrie if you haven't already.

Conservation Farm Tour

Timelines:

- **July** - Area judging.
- **August** - Statewide judging August 22-25, 2023
- **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. If you haven't already, place this new O&M Funding Agreement on your upcoming agenda for approval.

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) – Heather Duncan

July 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, and these will occur in the hotel restaurant. 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 by calling the front desk at (304) 866-4121 (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 note that the Education Committee will meet on Monday, July 17 starting at 8 am! Your contest entries must be turned in by this time. There will not be call in information for this meeting. The other committees are currently slated to begin at 9 am on Monday with call in options.

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

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.

NACD Outreach and Technical Assistance grant is available, and this is a fantastic opportunity for districts to apply for staff help and other opportunities

Per Diem Update

Please review the draft travel policy with your district. All comments are due July 5th. More information will come after the July 11 State Conservation Committee meeting. WVACD will submit comments compiled from the area meetings.

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.

Upcoming Dates

July 5 – All comments on draft travel and per diem policy due to Belinda Withrow, WVCA
July 11 – State Conservation Committee and Awards Council 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
 - July 20 will be the first Thursday for staff to be at the Hancock County VFD in New Manchester to assist Hancock County and Brooke County farmers. An office day will be held the third Thursday of each month.
 - Hands on Ag Day set up will be September 13 and the event will be held September 14 and 15.
 - Ohio County Hands on Ag Day will be held on October 6.
 - Katie reviewed a written report.

July 2023

NRCS Work Unit Report:

Trainings/Upcoming Events/Outreach

- In June, staff attended training for Grazing/Pasture Condition Score – it was a really good training.
- July 27th will be a wildlife-based training.

Application Deadlines

- EQIP Round 2 and CSP Assessment Deadline – July 14, 2023
- EQIP Round 2 and CSP Ranking Deadline – July 28, 2023

Programs

- **Program Applications – Eligible to Assess**
 - CSP
 - NPCD – 11 applications eligible
 - All visits completed and currently inputting information into computer.
 - EQIP Round 2 status
 - NPCD – 11 applications eligible
 - UOCD – 8 applications eligible

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

- Katie completes duties as District Conservationist in the Upper Ohio Conservation District on July 29th.
- Lauren is assisting the Tygart's Valley staff with CSP Assessments.
- 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) – No Report
- District Administrator (NPCD) – Abby Geho
 - Completed the newsletter and the district education binder.
 - Will maintain the NPCD display at the Marshall County Fair.
 - Will be off July 23 – 30.
- Soiler Tester – Karleigh Clegg
 - Soil testing as follows:
 - 900 acres
 - 28 farms
 - 137 fields
 - Worked in the garden.

- Visitors
 - Don Whetzel
 - The Wheeling Creek debris removal and trash rack repairs bid opening was held this morning prior to the board meeting. The bids were higher than the WVCA estimate. Bid approval will need to appear on the August agenda.
 - Don and Levi Cyphers will meet with Betsy Frohnapfel, Marshall County Administrator, regarding the Middle Grave Creek Channel.
 - Cindy Shreve
 - Reviewed available grants.
 - There are two CS vacancies.
 - Reviewed the new AgEP deadline schedule.
- Committee Reports
 - Equipment Committee
 - David McCardle reported that the no-till drill is at Knight's Farm Supply for repairs.
 - The equipment rental report was reviewed.
 - Building Committee
 - Jim Anderson reported that the paint is peeling off the red building. It needs to be painted or have metal siding installed.
 - High Tunnel
 - Abby Geho provided a written report. A total of 112.75 pounds of vegetables have been donated.
 - Safety Committee
 - Robert Luchetti, Jr. reported that the safety field day will need to be presented in the spring of 2024.

Old Business

- Farm Safety Field Day
 - Robert Luchetti, Jr. reported that the safety field day will need to be presented in the spring of 2024.
- EAP Request
 - **David McCardle made a motion to supply the emergency action plans for the Harmon Creek dams to the Brooke-Hancock-Jefferson Metropolitan Planning Commission as requested. Seconded by Jim Anderson. Motion passed.**
- Middle Grave Creek Cleanup
 - **Jim Anderson made a motion to have the WVCA conduct a job showing for the cleanup at the Middle Grave Creek Channel. Seconded by Amy Wade. Motion passed.**
 - There was a discussion regarding poison hemlock at Wheeling Creek #23 (Turkey Run) and Harmon Creek #4.

New Business

- O&M MOU
 - **David McCardle made a motion to accept the O&M MOU as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

- Upper Grave Creek – Modification #2
 - Levi Cyphers reported the following.
 - The work at UGC #1 has restarted. Partial payment has been made on work that is 90% complete. The notice to proceed was signed on July 5.
 - An additional seep has been found. The estimate for repairs is \$18,500.00. A price for the repairs has not been received from Vincent Excavating. **David McCardle made a motion to table the approval of the additional work pending receipt of cost from Vincent Excavating. Seconded by Robert Luchetti, Jr. Discussion. David McCardle withdrew his motion. David McCardle made a motion to appoint Mark Fitzsimmons to approve the presented contractor price if it falls under the WVCA specifications. Seconded by Robert Luchetti, Jr. Motion passed.**
- Upper Grave Creek Engineer Approval
 - Levi Cyphers reported the following.
 - An engineer has been selected for the Upper Grave Creek mining issue. The NPCD attorney is reviewing the legal terms of the engineer contract. **David McCardle made a motion to table the approval of the Upper Grave Creek engineer pending approval of the review of the NPCD attorney. Seconded by Steve Paull. Motion passed.**
- NACD Outreach and TA Grant
 - Robert Luchetti, Jr. reviewed a grant opportunity provided by NACD. There was a discussion. A motion was not made regarding the interest to apply for the grant.
- LWG Meeting Locations Donations
 - **Jim Anderson made a motion to donate \$100.00 to the Valley Grove Community Center and the New Manchester VFD. Seconded by David McCardle. Motion passed.** The district LWG meetings were held at these locations.
- Building Insurance
 - Jim Anderson received a phone call regarding insurance for the building. The NPCD Foundation is now the owner of the building and the grounds. A new policy needs to be written to reflect this. Mark Fitzsimmons appointed David McCardle and Amy Wade to contact insurance agencies and to make insurance changes as needed.
- FY24 District Plan of Work (POW)
 - Kim Fisher advised the board that a FY24 District POW is not due because a five-year plan of work was submitted. The FY25 District POW will be due June of 2024.
- FY24 NPCD Committee Assignments
 - Mark Fitzsimmons will appoint the FY24 NPCD committees at the August board meeting.

- Carroll Greene Nomination
 - **Jim Anderson made a motion to nominate David McCardle for the Carroll Greene award. Seconded by Eric Freeland. Motion passed.**

- WVACD Honorary Member at Large
 - **David McCardle made a motion to nominate Cele Duvall for the WVACD Honorary Member at Large award. Seconded by Amy Wade. Motion passed.**

- WVACD Lifetime Honorary Member
 - **David McCardle made a motion to nominate Jim Anderson for the WVACD Lifetime Honorary Member award. Seconded by Eric Freeland. Motion passed.**

- WVACD Rookie Supervisor Award
 - **Jim Anderson made a motion to nominate Robert Luchetti, Jr. for the WVACD Rookie Supervisor award. Seconded by Eric Freeland. Motion passed.**

- NPCD Annual Banquet
 - The 2023 NPCD annual banquet will tentatively be held at the Highlands Event Center on October 26 or November 2. Abby and Veronica will check with the center to see if it is available.

- Letters of Request
 - \$9,385.82 – FY23 Q2 & Q3 CD Employee Reimbursement
 - \$50,000.00 – UGC Support
 - \$27,250.00 – FY24 O&M Wheeling Creek
 - \$38,150.00 – FY24 O&M Upper Grave Creek
 - \$32,700.00 – FY24 O&M Harmon Creek
 - \$5,450.00 – FY24 O&M Harmon Creek Channel
 - \$5,450.00 – FY24 O&M Middle Grave Creek Channel
 - \$17,575.00 – FY24 RC&D Support Allotment

David McCardle made a motion to approve the LORs listed above. Seconded by Amy Wade. Motion passed.

The LOR for \$50,000.00 can not be processed until an agreement is received from the WVCA and approved by the NPCD.

- New Conservation Agreements
 - Meredith Moore-Krupinski/Brooke County
 - Daniel J. Oyster/Hancock County/77 acres

David McCardle made a motion to approve the conservation agreements for M. Moore-Krupinski and D. Oyster. Seconded by Stave Paull. Motion passed.

- Ag Enhancement

| Names | Practice | Amount | Cost Share | Ranking |
|-------------|--------------|-------------------|------------|---------|
| Greg Knight | Lime | 12.5acres/25 tons | \$562.50 | 75 |
| Barry Stahl | Water System | 1 system | \$2,000.00 | 85 |

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|---------------------------------|------------------------|---|------------|-------|
| Suzan Smith | Heavy Use Area | 2028 sq. ft | \$1,980.00 | 100 |
| Carolyn Harris | Invasive Species | 36 acres | \$600.00 | 105 |
| Dan Oyster | Nutrient Management | 19.98 acres 2.6 tons 18-46-0, 3.4 tons 0-0-60 | \$1,498.50 | 108 |
| Harry Crawford | Pasture Division Fence | 800 ft - Woven Wire | \$2,000.00 | 122 |
| Meredith Kinder Moore-Krupinski | Pollination | 2 nucs | \$200.00 | 70 |
| Eric Freeland | Urban Agriculture | Straw Mulch | \$750.00 | 90 |
| Jordan Frye | wood Exclusion Fence | 1000ft- Woven wire | \$2,000.00 | 65 |
| C. Keith Hieronimus | Lime | 39.19 ac/ 78.38 tons | \$1,763.55 | 70 |
| Eric Blend | Water Pipeline | 1300 Ft | \$2,000.00 | 75 |
| Richard Otte | Heavy Use Area | 1575 sq. ft | \$1,980.00 | 95 |
| Charles Glenn | Nutrient Management | 25 ac 1.9 tons 18-46-0,4.2 tons 0-0-60 | \$1,875.00 | 105 |
| Anthony Geho | Pasture Division Fence | 1000-ft - High Tensile | \$2,000.00 | 110.5 |
| Erica Cumpston | Pollination | 2 Nucs and Bee Houses | \$230.00 | 55 |
| Jeffery Cumpston | wood Exclusion Fence | 1000 ft -High Tensile | \$2,000.00 | 60 |
| Joseph Klug | Lime | 19.06 acres/38.12 tons | \$857.70 | 70 |
| William Parson | Heavy Use Area | 1500 sq. ft | \$1,980.00 | 75 |
| Frederick Dague | Nutrient Management | 25 ac/ 7.1 tons 18-46-0, 5.1 tons 0-0-60 | \$1,875.00 | 103 |
| Carrie Shipman | Pasture Division Fence | 1200 ft - High Tensile | \$2,000.00 | 108.5 |
| Dale Mason | wood Exclusion Fence | 800 ft - Woven Wire | \$2,000.00 | 40 |
| Mark Fitzsimmons | Lime | 39.2 ac/78.4 tons | \$1,764.00 | 65 |
| Tracy Gilbert | Heavy Use Area | 2760 sq. ft | \$1,980.00 | 50 |
| Chad Lamp | Nutrient Management | 24 ac 2.8 tons 18-46-0, 3.7 tons 0-0-60 | \$1,800.00 | 102 |
| Don Brandon | Pasture Division Fence | 1000ft -High Tensile | \$2,000.00 | 105.5 |
| Dan and Colleen Lucey | wood Exclusion Fence | 1000ft -Barbed Wire | \$2,000.00 | 40 |
| Kimberly Strum | Lime | 10.56 ac/21.12 tons | \$475.20 | 65 |
| Kimberly Riggie | Nutrient Management | 17.3 ac/1.5 ton 18-46-0, 2.5 tons 0-0-60 | \$1,275.50 | 100 |
| James Gibson | Pasture Division Fence | 1000 FT-Woven Wire | \$2,000.00 | 103.5 |
| Lewis Hopkins | Lime | 48.03ac/102.46 tons | \$2,000.00 | 63.6 |
| Jeffery Allen | Nutrient Management | 25 ac 3.3 tons -18-46-0, 2.3 tons 0-0-60 | \$1,875.00 | 99 |
| Tammy Clark | Pasture Division Fence | 800 ft - Woven Wire | \$2,000.00 | 101 |
| Linda Whitaker | Nutrient Management | 1650 sq. ft /.04 acres | \$3.00 | 71 |
| Samuel Yoho | Pasture Division Fence | 1200 ft-barbed Wire | \$2,000.00 | 94.5 |
| John Tominack | Pasture Division Fence | 1000 ft-Barbed wire | \$2,000.00 | 93 |
| Bobbi Hager | Pasture Division Fence | 800 ft - Woven Wire | \$2,000.00 | 84 |
| Edward Link | Pasture Division Fence | 1000 ft- Woven Wire | \$2,000.00 | 75 |
| Logan Toler | Pasture Division Fence | 700 Ft - Woven Wire | \$1,750.00 | 69 |

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| Totals | \$ 61,074.95 | |
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Jim Anderson made a motion to approve all applications for AgEP presented and to pay any funding deficit from the NPCD General Fund. Seconded by Amy Wade. Motion passed.

Amy Wade made a motion to remove the application for L. Whitaker because the application does not meet the criteria of the nutrient management practice. L. Whitaker can apply next year without prejudice. Seconded by David McCardle. Motion passed.

A new additional practice for nutrient management will be presented for next year. This practice will be for nutrient management for high tunnels.

Kim Fisher reported that the supervisor and family member applications have been approved by the WVCA.

Jennifer Kile will be out of the office the week of July 24 to be a judge for the farm tour.

Correspondence – Secretary Amy Wade reviewed the following correspondence. 1) A thank you from the Ravenswood Grassland Team for the district support. The team placed fifth in the state and one of their students placed first in the nation. 2) A list of the results for monitors for the Harmon Creek dam sites that were obtained from visits by Amy Wade and Jim Anderson.

Supervisor Reports

Mark Fitzsimmons – At the SCC meeting it was stated that the daily supervisor per diem has been set at \$150.00 per day and that per Judith Lyons, the WVCA budget has been set and cannot be changed. Kim Fisher stated that supervisors cannot claim half days for per diem but the district can set their per diem rate up to \$150.00 per day.

Jim Anderson – Feels the per diem rate should be \$150.00 per day.

Robert Luchetti, Jr. – Stated that the district could not operate if a rate of \$150.00 per day is paid. The district will run out of money.

Amy Wade – It needs to be clarified through the Attorney General who sets the per diem rate.

NEXT MEETING – A **special meeting** will be held on **Tuesday, July 25 at 10:00 a.m.** at the USDA Service Center. Agenda topics will include Wheeling Creek bid approval, district per diem policy, and new AgEP practice.

The next board meeting will be held on Thursday, August 10, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 1:10 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson