

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**August 10, 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  
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, West, WVCA  
Don Whetzel, Watershed Manager North, WVCA  
Bill Armstrong, Watershed Technician, WVCA  
Abby Geho, District Administrator, NPCD  
Brent Lyons Forester, WVDOF  
David Shipman, Soil Technician, NRCS  
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, August 10, 2023, at 10:10 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 July 2023 board meeting minutes, the July 25, 2023, special meeting minutes, and the August 1, 2023, special meeting minutes as presented. Seconded by Steve Paull. Motion passed.**

**Financial Report**

- Bob Straub reviewed the July 2023 NPCD financials.
- Chuck Glenn reviewed the June 2023 NPCD co-administered financials prior to the meeting and reviewed the June 2023 NPCD co-administered funds financials.  
**David McCardle made a motion to approve and file the June and July financials for audit. Seconded by Steve Paull. Motion passed.**

**Reports**

- District Crew (NPCD)
  - Veronica Gibson reported that the crew has completed work at all Harmon Creek dams and Wheeling Creek #7.

- David Shipman said he knows someone that would be interested in working for the district to complete O&M work. He gave the information to Mark Fitzsimmons. Mark will contact him.
- Farm Service Agency (FSA) - No Report
- WV Division of Forestry (WVDOF) – Brent Lyons
  - Brent worked at the Hancock County satellite office in July.
  - A written report was reviewed.

West Virginia Division of Forestry Activities  
Brooke, Hancock, Marshall, and Ohio Counties  
August 10, 2023

This Report Covers Activities from 07/12/2023 - 08/07/2023

**BROOKE COUNTY**

Worked on Wildfire Plans for Castleman’s Run and Cross Creek WMAs. Inspected logging jobs - 1 complaint.

**HANCOCK COUNTY**

Field Office. Worked on Wildfire Plans for Tomlinson Run SP and Hillcrest WMA. Conducted maintenance on the RAWs. Inspected logging jobs - 1 complaint.

**MARSHALL COUNTY**

Sick tree request. Worked on Wildfire Plans for Burches Run and Dunkard Fork WMAs.

**OHIO COUNTY**

Conducted a timber recon. Conducted an EQIP visit. Attended Watershed Commission meeting. Inspected logging jobs. Worked on Wildfire Plan for Bear Rock Lakes WMA.

**OTHER:**

Attended NRCS/Stewardship training. Worked w/Irving on basic forestry. Assisted DNR - Wildlife Division w/mast surveys.

- WV Conservation Agency (WVCA)
  - Kim Fisher reported that interviews were held for a third District Operations Manager. Kim will cover NPCD, UOCD, LKCD, and WCD.
  - An all WVCA staff meeting will be held September 12 & 13.
  - Kim reviewed a written report.

**August 2023 WVCA Report**

**Agreed Procedures Engagement (Audit)**

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30<sup>th</sup>. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

**Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one).

### **Conservation Farm Tour**

West Area Conservation Farm: Finley Farm from WCD

East Area Conservation Farm: Mountain Harvest Farm from MCD

Timelines:

- **August** - Statewide judging August 22-25, 2023.
- **October** – Presentation of Area and State awards will be held at the WVACD October Quarterly meeting in Flatwoods. County and District winners will be recognized at the local Conservation District annual banquets.

### **State Fair of WV 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.

### **District Operations Manager Vacancy**

During the month of August, interviews will be scheduled to fill the third District Operations Manager position. The WVCA will return to having three areas instead of the current two in regard to district coverage.

### **CDO Budget Expenditure Report for FY23**

This report is due to Guthrie by September 1.

### **Items to be thinking about and placed on your agendas in the coming month:**

- Carroll Greene Nomination – form is due to Belinda Withrow by September 1
- WVACD Honorary Member At Large
- WVACD Lifetime Honorary Member
- Rookie Supervisor of the Year

### **Ag Enhancement Program Timeline FY24**

#### **\*timeline may be adjusted**

- July 1 - Start of Program Year
- July 15 – Deadline for DMs to close out database for previous FY
- July 31 - AgEP Newsletter (Annual Progress Report)
- July- State AgEP Committee Introductory meeting
- August 18 – Deadline for CDs to submit allocation formula proposals and new practices for upcoming FY program.
- September – State AgEP committee mid-year meeting to review proposals, new practices, and form subcommittee(s) if needed.
- October 31 - Deadline for CDs to submit additional program comments, including ranking criteria.
- November - Comments reviewed and forms revised.
- December - State AgEP committee meeting to finalize upcoming FY program.
- January - 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)

- Don Whetzel reported the following:
  - There are a few things that need to be done for work to be complete at Upper Grave Creek #1.
  - A job showing will be held on August 17 with a bid opening on August 25 for the Wheeling Creek debris removal and trash rack repair.
  - The job showing for the Middle Grave Creek Channel cleanup will be posted soon.
  - Annual O&M inspections for NPCD will be:
    - Upper Grave Creek – October 23 &24
    - Wheeling Creek – October 25 & 26
    - Harmon Creek – November 1
- WV Association of Conservation Districts (WVACD)
  - August 2023 Board Report from Heather Duncan, WVACD Executive Director July Quarterly Meeting**

Thank you to everyone who attended the July quarterly meeting. Special thanks to Potomac Valley Conservation District for hosting this meeting. A fantastic tour and dinner was held on Monday and a special catered lunch was available on Tuesday.

This meeting was full of information and a recap can be found in the quarterly newsletter which was e-mailed on July 25<sup>th</sup>. Do not forget that copies of newsletters can also be found on the WVACD website at : <https://www.wvacd.org/recent-news/newsletters>

### **NACD News**

NACD Outreach and Technical Assistance grant is available and this is a fantastic opportunity for districts to apply for staff help and other opportunities. Grants are due August 6<sup>th</sup>. WVACD will be applying for 3 employees to be placed in the WVACD areas (Central, Wester, Eastern) to assist with outreach, education, and other technical assistance aspects for CDs.

### **State Fair**

Please check with Clyde Bailey on the latest State Fair information. This is a great outreach opportunity for WVACD and CDs and is also a wonderful time to see the best of agriculture in the State. The State Fair Committee has worked very hard since the last Fair and I think everyone will want to see the newly revamped booth in person. Those involved have done a great job in getting ready for the 2023 Fair.

### **NCF Envirothon**

Ravenswood FFA participated in the 2023 NCF-Envirothon competition in New Brunswick, Canada. It takes a lot of work, knowledge, and grit to go to a completely different country and compete at the level that Envirothon students do. For information about the contest and to see the final results, please visit the NCF Envirothon webpage at: <https://envirothon.org/the-competition/current-competition/>

For anyone interested in participating in the WV Envirothon Committee, the meetings are typically held the 1<sup>st</sup> Wednesday of each month at the WVACD office. Please contact Heather Duncan to be added to the e-mail list for meeting notifications and other information.

### **Upcoming Dates**

August 10-19 – State Fair of West Virginia

September 27 – Western Area Meeting 10 am @ LKCD Office  
October 3 – Eastern Area Meeting 10 am @ EPCD Office  
October 6 – Central Area Meeting 10 am @ GCD Office  
October 10 – State Conservation Committee Meeting  
October 16-17 – Fall Quarterly Meeting at Days Inn, Flatwoods

- Natural Resource Conservation Service (NRCS) – David Shipman
  - David reviewed a written report.

**August 2023  
NRCS Report:**
- **Trainings/Upcoming Events/Outreach**
  - July 27<sup>th</sup> staff attended wildlife based training
  - August 22<sup>nd</sup> – stream training for staff
- **Programs**
  - **Program Applications**
    - **MCD**
      - CSP – Preapprovals – obligation deadline 9/1
        - 16 preapproved – estimated total \$266,800
      - EQIP – Additional Preapprovals – obligation deadline 9/1
        - CNMP Implementation (1) - \$94,495.00
        - CIC (2) - \$12,163.00
        - AMA (2) - \$48,000
    - **NPCD**
      - CSP – Preapprovals – obligation deadline 9/1
        - 10 preapproved – estimated total \$309,600
      - EQIP – Additional Preapprovals – obligation deadline 9/1
        - CNMP Implementation (1) - \$86,000
        - CIC (1) - \$9,523.00
  - **Contract Management**
    - Staff is working diligently to complete modifications on existing contracts and ensure all contracts are on schedule and up to date.
- **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.
- **Education & Outreach/Other**
  - **NPCD**
    - Hands on Ag Day (Marshall Co.) – September 14<sup>th</sup> & 15<sup>th</sup>

- Hands on Ag Day (Ohio Co.) – October 6<sup>th</sup>
    - Northern WV Cattleman’s Conference – October 20<sup>th</sup> & 21<sup>st</sup>
  - **MCD**
    - State Farm Tour – Mountain Harvest Farm – August 23<sup>rd</sup>
  - **Other**
    - Katie will be on leave 9/1-9/8
- Wheeling Creek Watershed Commission (WCWC)
  - Jim Anderson reported that the WCWC requested an update regarding the Wheeling Creek #3 lawsuit.
- Administrative Specialist (WVCA) – Veronica Gibson
  - Veronica reported the following:
    - Mailed RFQ for FY23.
    - Working with new AS in LKCD as needed.
- District Administrator (NPCD) – Abby Geho
  - Abby Geho set up and maintained the NPCD display at the Marshall County Fair.
- Soiler Tester
  - Karleigh Clegg submitted a written report and thanked the district for the job opportunity this summer. Soil testing as follows:
    - 43 farms
    - 200 fields
    - 1200 acres
- Visitors - None
- Committee Reports
  - Equipment Committee
    - Abby Geho reviewed the monthly equipment rental report.
    - The no-till drill needs multiple repairs. **Jim Anderson made a motion to not charge Tom McCombs for use of the no-till drill. Seconded by David McCardle. Motion passed.**
  - Building Committee
    - Jim Anderson said the red building needs outside repairs. Will Groves will be called and requested to give an estimate. Jim asked if a quote was received from Johnson Boiler Works for updates to the air conditioning in the ADP room. It has not been received. Jim asked if the NPCD Foundation would like to have a sign with their on it at the entrance to the driveway.
  - High Tunnel
    - Abby Geho provided a written report for produce that has been donated from the high tunnel and outdoor gardens. To date, 678.65 pounds of produce have been donated.
    - Two to three tons of pea gravel will be delivered for the high tunnel.

### Old Business

- Upper Grave Creek Engineer Approval
  - D'Appolonia Engineering was chosen by the committee that was created to interview all engineer proposals received. Rejection letters were mailed.
- Building Insurance
  - There was a discussion regarding building insurance and the building owner. Insurance agent, John Billie, will be asked to attend the next NPCD Foundation meeting.
- FY24 NPCD Committee Appointments
  - **Jim Anderson made a motion to table the FY24 NPCD Committee appointments until the next meeting. Seconded by David McCardle. Motion passed.**
- NPCD Annual Banquet
  - The NPCD annual banquet will be held November 15 at the Highlands Event Center.

### New Business

- WVU Extension Women in Ag Sponsorship
    - **David McCardle made a motion to sponsor two scholarships for the WVU Extension Women in Ag for a total of \$230.00. Seconded by Jim Anderson. Motion passed.**
  - FY24 O&M Agreements
    - City of Weirton – Harmon Creek
    - Ohio County Commission – PA Dams
    - **Jim Anderson made a motion to approve the FY24 O&M agreements for the City of Weirton and the Ohio County Commission. Seconded by Amy Wade. Motion passed.**
  - Letter of Request
    - \$39,000.00 – FY24 AgEP Allocation
    - **David McCardle made a motion to sign and submit the letter of request for the FY24 AgEP allocation in the amount of \$39,000.00. Seconded by Chuck Glenn. Motion passed.**
  - Conservation Agreement
    - Regina Pethtel-Murray/Marshall County
    - **Steve Paull made a motion to approve R. Pethtel-Murray as a new cooperator. Seconded by David McCardle. Motion passed.**
  - Ag Enhancement Program
    - Pollinator Practice
      - Jennifer Kile clarified to the board that the pollinator practice is listed as one practice on the application with up to three options to choose from. Total cost share could potentially be \$430.00 if the cooperator chooses to participate in all three categories.
-

- New Practice Submission
  - The NPCD held a special meeting in July and made a motion to submit a new practice – Small Scale Operations-Nutrient Management. Jennifer Kile will complete the paperwork and submit to Russell Young by August 18.

**Correspondence** – Secretary Amy Wade reviewed the following correspondence. 1)A letter was received from the WVU Soils Team thanking the district for their donation.

**Supervisor Reports**

Chuck Glenn – The satellite office in Hancock County was well received.

Amy Wade – Are the PA dams going to be mowed this year? The NPCD is waiting to hear from the Wheeling Creek Watershed Commission regarding work to be completed. Amy would like to hold a dam monitor training for the new monitors secured for the Harmon Creek dams.

**NEXT MEETING** – The next board meeting will be held on Thursday, September 7, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 12:00 p.m.

-----  
**Mark Fitzsimmons, Chairman**

-----  
**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**