

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
November 2, 2023
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County – Treasurer
Eric Freeland, Brooke County
Steve Paull, 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-West, WVCA – via teleconference
Davin White, Communications Specialist, WVCA – via teleconference
Don Whetzel, Watershed Manger-East, WVCA – via teleconference
Kevin Paul, NRCS
Brent Lyons, Forester, WVDOF

Chairman Mark Fitzsimmons called the meeting to order on Thursday, November 2, 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 October 2023 board meeting minutes and the October 19, 2023, special meeting minutes as presented. Seconded by Steve Paull. Motion passed.**

Financial Report

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

Reports

- District Crew (NPCD)
 - All Upper Grave Creek dams are mowed except Upper Grave #9.
- Farm Service Agency (FSA) - No Report

- WV Division of Forestry (WVDOF) – Brent Lyons reviewed a written report.
West Virginia Division of Forestry Activities
Brooke, Hancock, Marshall and Ohio Counties
November 2, 2023
This Report Covers Activities from 08/08/2023 - 10/31/23

BROOKE COUNTY

I&D contact. Completed Wildfire Plans for Castleman’s Run and Cross Creek WMAs. Inspected logging jobs.

HANCOCK COUNTY

Completed Wildfire Plans for Tomlinson Run SP and Hillcrest WMA. Inspected logging jobs. Conducted maintenance on the Hillcrest RAWS.

MARSHALL COUNTY

Spotted lanternfly. Attended meeting w/NRCS North Area Forester. Conducted a Smokey Bear program @ Glen Dale Elementary. Completed Wildfire Plans for Burches Run and Dunkard Fork WMAs. Assisted w/HOAD. Issued burning permits. Inspected logging jobs.

OHIO COUNTY

Spotted lanternfly. Completed Wildfire Plan for Bear Rock Lakes WMA. Manned display at Oglebayfest. Assisted w/HOAD. Inspected a logging job.

OTHER

New State Forester/Director. Attended FI-210 Wildfire Investigation Training at Chief Logan SP. Submitted Fall Leaf Coloration Reports for Dept. of Tourism. Attended Division Meeting at Jackson's Mill. Assisted w/UOCD’s Forestry Contest in Tyler Co. Attended Spotted Lanternfly training in Morgantown. Attended online Stewardship training. Attended Pesticide training in Morgantown. Assisted w/Smokey Bear program at Mason-Dixon Elementary in Monongalia Co.

- WV Conservation Agency (WVCA) – No report
- WV Association of Conservation Districts (WVACD) – No report
- Natural Resource Conservation Service (NRCS) – Kevin Paul reviewed a written report.

November 2023

NRCS Report:

Trainings/Upcoming Events/Outreach

- Staff will be attending nutrient management training in November.

Programs

- Currently working on farm visits and assessments for current applications.
 - Applications – EQIP, AMA, CSP
 - McMechen – 39
 - Kingwood – 38

- White Hall - 39

FY2024 Sign Ups

- Round 2 sign up ends March 15, 2024

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.

Offices closed on Friday, November 10th in observance of Veteran's Day and Thursday, November 23rd in observance of Thanksgiving Day

- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that he, Howard Coffield, David McCardle, and Harry Aston visited the PA dams regarding work to be completed.
- Administrative Specialist (WVCA) – Veronica Gibson
 - The 2024 pocket calendars have been received. They will be given out at the annual banquet.
- Visitors – None
- Committee Reports
 - Equipment Committee
 - An equipment rental report was provided.
 - Jim Anderson said the trailer used for the Ventrac has cracks in welding. There was a discussion to find out how old the trailer is and then to decide if it should be repaired or to purchase a new trailer.
 - **Jim Anderson made a motion to update lease agreements to add that a pin is not provided for equipment. Seconded by David McCardle. Motion passed.**
 - Building Committee
 - Johnson Boiler Works was called for an error code that appeared on a new unit.
 - High Tunnel
 - Carrots will be planted for winter.
 - The tree next to the high tunnel needs to be removed.
 - Grassland Committee
 - Jim Anderson reported the Beef Expo will be held in April and the next meeting is in January.
 - Education Committee
 - Chuck Glenn went to Allison Elementary to contact poster winner and found out she transferred to New Manchester School.
 - Mark Fitzsimmons informed the district that the NPCD won the Education District of the Year award and the Excellence in Communication award.
 - **Jim Anderson made a motion to sponsor 5th place at the WV Envirothon. Seconded by Eric Freeland. Motion passed.**

- Safety Committee
 - The BRIM questionnaire is due. Robert Luchetti, Jr. requested that office safety training appear on the December agenda.

Old Business

- Repairs to Red Building
 - Mark Fitzsimmons spoke to Will Groves. Will will submit an estimate for repairs. If accepted by NPCD, Will will not be able to complete the repairs until spring.
- Upper Grave Creek Statements of Review
 - **Robert Luchetti, Jr. made a motion to accept the Upper Grave Creek emergency action plans as presented and to sign the statements of review. Seconded by Jim Anderson. Motion passed.**
- O&M Work Crew
 - Chuck Glenn said that it needs to be discussed to have someone work with Harry. Additional employees are needed. Chuck recommended looking for additional employees now and not waiting until spring and to talk to all interested candidates. A second person is needed due to safety issues.
 - Jim Anderson said he spoke to Harry on Tuesday and that Harry would like to have someone work with him.
 - Amy Wade questioned how Harry's timesheet is filled out. Mark Fitzsimmons said it would get corrected.
 - **Chuck Glenn made a motion to meet with all interested candidates for O&M work. Seconded by Amy Wade. Motion passed.**
- NPCD District Administrator
 - **Chuck Glenn made a motion to review resumes received for the District Administrator position. Seconded by Jim Anderson. Motion passed.**
- PA Dam Bids
 - Jim Anderson reported that Harry Aston will give a list to him of the work he can do on the PA dams. Jim provided a list of what the Wheeling Creek Watershed Commission wants completed at the PA dams. The work that Harry can't do will have to be bid out.
- Parking Lot Curb Stops
 - Robert Luchetti, Jr. will research prices for the curb stops.
- Harmon Creek EAPs
 - This was approved at the October board meeting.

New Business

- WVCA – 2023 Annual Report Information
 - Davin White had a list of questions to be answered by the district for the WVCA annual report. **Chuck Glenn made a motion to gather answers to the questions**

for the WVCA for their annual report and to submit it in the first week of December. Seconded by Robert Luchetti, Jr. Motion passed.

- WVCA – District Banners
 - Davin White said the WVCA will pay for the printing of one banner. The district will pay for the hardware. **Jim Anderson made a motion to purchase a third banner and hardware. Seconded by David McCardle. Motion passed.**

- Supervisor Per Diem
 - There was a discussion regarding the WVACD decisions on supervisor per diem. WVACD tabled the rate @ \$100 and sent a letter requesting an increase in funds received next year.
 - **Amy Wade made a motion to continue with a W-2 until official written notice is received to receive a 1099. Seconded by David McCardle. Motion passed.**

- Supervisor Per Diem Back Payment
 - **Jim Anderson made a motion to raise the daily per diem rate to \$150 effective July 1, 2023. Seconded by Amy Wade. Motion passed. All present supervisors voted in favor other than David McCardle. David voted present.**

- FY24 O&M Agreement
 - City of Wheeling – Wheeling Creek
Jim Anderson made a motion to accept the FY24 O&M agreement with the City of Wheeling for Wheeling Creek dams. Seconded by Steve Paull. Motion passed.

- NPCD Copier Lease Renewal
 - **David McCardle made a motion to renew the lease on the current copier. Seconded by Chuck Glenn. Motion passed.**

- NPCD Christmas Luncheon
 - The district Christmas lunch will be held on Thursday, December 14 at 12:30 pm at Perkins in Moundsville.

- Conservation Agreements
 - Susan Barbour Wood/Ohio County/.14 acres
 - Michael Richey/Ohio County/10 acres
 - The New Yamung Valley Farms, Inc./Marshall County/29 acres
 - Flora Joann Burley/Marshall County/444 acres
 - Jim Anderson made a motion to approve the conservation agreements for S. Barbour Wood, M. Richey, The New Yamung Valley Farms, Inc, and F. Burley. Seconded by Chuck Glenn. Motion passed.**

- Ag EP
 - Jennifer Kile reviewed Cindy Shreve’s report.

○ Payments

Name	Practice	Amount	Cost Share
Suzan Smith	Heavy Use Area Protection	1500 Sq. Ft	\$1,980.00
Lewis Hopkins	Lime	102.46 Tons	\$2,000.00
	Total payments		\$3,980.00

David McCardle made a motion to approve the completed AgEP practices for S. Smith and L. Hopkins as presented. Seconded by Chuck Glenn. Motion passed.

Correspondence – None

Supervisor Reports

Jim Anderson will not be at the December board meeting. He will not be able to deliver fruit baskets to the dam monitors. Amy Wade knows where the dam monitors live. Chuck Glenn should go with Amy.

Robert Luchetti, Jr. attended the State SWA conference on October 22 at Oglebay.

David McCardle attended the State SWA conference on October 22 at Oglebay.

Steve Paull said the Cattlemen’s conference was informative.

Other Reports

Don Whetzel, WVCA

- The O&M annual inspections are complete.
- Wheeling Creek #7 trash rack repairs will be completed today. The contractor may not complete the contract. If the district chooses, a special meeting will be needed to award the remaining work of the contract to the next bidder.
- Working on an estimate for cleanup at the Middle Grave Creek Channel.
- There is a potential for a 701-3-U project in Marshall County.

NEXT MEETING – The next board meeting will be held on Thursday, December 14, 2023, at the USDA Service Center, McMechen at 10:00 a.m.

There being no further business, the meeting was adjourned at 12:55 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson