

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**May 9, 2024**  
**3:00 p.m.**

**Supervisors Present**

Jim Anderson, Hancock County – Vice-Chairman  
Eric Freeland, Brooke County  
Steve Paull, Brooke County  
Robert Luchetti, Jr., Ohio County  
Amy Wade, Ohio County – Secretary  
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  
Devon Kokoska, District Operations Manager - East, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
David Shipman, Soil Conservationist, NRCS  
Victoria White, District Administrator, NPCD  
Brent Lyons, Forester, WVDOF  
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, May 9, 2024, at 3:00 p.m. at the New Manchester Volunteer Fire Department, New Manchester, WV.

**Pledge of Allegiance** – The pledge of allegiance was recited.

**Minutes**

- **David McCardle made a motion to approve the April 2024 board meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

- Bob Straub reviewed the March and April 2024 NPCD funds.
- Chuck Glenn was unable to attend the meeting. The co-administered funds will be reviewed at the next board meeting.

**Reports**

- District Crew (NPCD)
  - Robert Luchetti III has worked with Harry Aston at the PA dams on a trial basis.

- Farm Service Agency (FSA) – A written report was provided.  
Farm Service Agency Report  
May 9, 2024

Please call to report any agricultural land damage or barns, fences etc. from the tornado that went through Hancock County Wednesday morning.

If you or anyone you know has had bee or hive loss, please tell them to call the office and I may be able to help through our ELAP program.

It is crop reporting season, so I will be sending all of those out to be signed in the near future.

Hancock County is up for County Committee Election this year, if you know of anyone interested, please get ahold of me, the deadline to fill out the nomination is August 1, 2024.

The new Program Technician should be starting the first week of June; in the meantime I am a one woman show. Feel free to call or stop in if there is anything I can help you with.

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

West Virginia Division of Forestry Activities  
Brooke, Hancock, Marshall and Ohio Counties  
May 9, 2024

This Report Covers Activities from 04/09/24 - 05/06/24

**BROOKE COUNTY**

Cruised timber. Inspected a logging job.

**HANCOCK COUNTY**

Worked on a CSP Plans. Contacted the Swaney Memorial Library re: Smokey’s 80th Birthday Reading Challenge. Checked a tree for the Champion Tree list - negative. Inspected logging jobs. Issued a burning permit.

**MARSHALL COUNTY**

Attended Women in Ag. Day. Conducted a planting recon. Attended the County Fire Association meeting. Issued a burning permit. Investigated fires.

**OHIO COUNTY**

Cruised timber for an EQIP practice. Assisted with the SLF Meeting.

**OTHER**

Attended a Regional meeting in Farmington.

- WV Conservation Agency (WVCA)
  - Devon Kokoska reminded the board that their district farm is due June 15, and the annual plan of work is due the end of June.

- WV Association of Conservation Districts (WVACD) – A written report was provided.

### **May 2024 Board Report from Heather Duncan, WVACD Executive Director**

#### **July Quarterly Meeting**

Please send speaker and topic ideas to [hduncan@wvca.us](mailto:hduncan@wvca.us) as you think of them.

The dates for the July quarterly meeting are July 14-16 at the Clarion Harpers Ferry (Jefferson County). There will be meetings Sunday evening, meetings on Monday with a tour of Devil's Due Distillery and dinner sponsored by Eastern Panhandle CD, and a projected half day of meetings on Tuesday.

The room rate is \$107 per night plus any applicable taxes and fees with check in available Sunday, July 14-checkout Tuesday, July 16. To receive the discounted room rate, reservations should be made by June 14, 2024. Here is a link to the online booking: <https://www.choicehotels.com/reservations/groups/JE79M9>. Phone reservations can be made by calling: (681) 540-0202.

#### **NACD Annual Meeting & Other NACD News**

The NE regional meeting and NACD summer meeting will be held August 10-14 in Boston, MA. There will be a capacity building workshop on August 14 just for NE region states that will be a separate ticketed event and sounds like a fantastic opportunity to bring ideas back to WV. More information will be coming soon on the meeting and how to register.

Stewardship Week is historically the last week of April – First week of May. This year's theme is, "May the Forest be with you Always." This is also the poster contest theme. The WVACD Facebook page will have daily updates that CD's are willing to share on their pages. There is also the NACD Marketplace which has TONS of educational materials available for FREE! We are excited that the governor has also proclaimed that Soil and Water Stewardship Week in WV is from April 28-May 5, 2024! Each district should receive a proclamation. This is really exciting!!

#### **WVACD Directors**

The July quarterly meeting will start the new year and a new year for officers and directors. After your new supervisors are elected in the primary, please select and send in your new directors prior to the July quarterly meeting. These should be decided in the May-June board meetings. Also please think of representatives to serve on the various committees on the state-wide level: Grasslands Steering Committee, Appalachian Grazing Conference, and WV Envirothon Committee.

#### **Grasslands Steering Committee**

The Grasslands Steering Committee assists with the Grasslands Evaluation Contest and other grassland and grazing initiatives. The next meeting will be held on July 26 at 10 am in the Elk CD office. The meeting will be held via Teams as well. Please select one representative from your district to attend this meeting and be a part of this committee. Officer elections will also

be held at this meeting. Contact Randy Plaughter, WFCD, for more information on this committee.

#### **WV Conservation Farm Contest**

Please do not forget about the upcoming farm contest that is due to WVCA preferably the end of May. Also, please remember there are two categories: traditional and non-traditional. As a reminder, you can enter one farm in the traditional category and one in the non-traditional category.

#### **WVACD Communication and Outreach Employees**

WVACD is very happy to announce that Julie Simmons and Vanta Coda III have been hired for a one-year position with the NACD Technical Assistance and Outreach grant. Julie will Cover the western half of the state and Vanta will cover the eastern half of the state. They will assist districts with outreach, promotion, and CSP. They will also assist WVACD with similar projects. Contact Heather if you need their assistance with a project ([hduncan@wvca.us](mailto:hduncan@wvca.us)). They will be joining your district board meetings virtually over the next few months to introduce themselves.

#### **WVCA Annual Report Template**

The WVCA Annual Report templates have been distributed to your AS. Julie Simmons and Vanta Coda, WVACD's outreach and communications specialists, are available to assist your district with the template and inputting the information. The reports are due to WVCA on June 30<sup>th</sup>.

#### **Other**

State Fair signups are available. Please check with your AS for available time slots. You can also check with Clyde Bailey for more information.

Please send any district events and announcements to me ([hduncan@wvca.us](mailto:hduncan@wvca.us)) so that I can place them in our online calendar and also include on the Facebook page and other outreach avenues.

Do not forget about the [www.wvacd.org](http://www.wvacd.org) website as it contains a lot of information and answers to commonly asked questions.

#### **Upcoming Dates**

Eastern Area Meeting: July 2, 2024 in PVCD, 10 am

Central Area Meeting: June 28, 2024 in ECD Office, 10 am

Western Area Meeting: July 11, 2024 in LKCD Office, 10 am

July Quarterly Meeting: Evening of July 14- afternoon of July 16, 2024 at Clarion Inn, Harpers Ferry (Jefferson Co)

Grasslands Steering Committee Meeting: July 26, 2024 at ECD Office, 10 am

WV State Fair: August 8-17, 2024

- Natural Resource Conservation Service (NRCS) – Katie Fitzsimmons reviewed a written report.

#### May 2024

#### NRCS Report: Monongahela & Northern Panhandle Conservation Districts Trainings/Upcoming Events/Outreach

- Information Meetings to be held Thursday, May 9<sup>th</sup> – New Manchester, WV & Wednesday, May 15<sup>th</sup> – McMechen, WV. This will also serve as our Local Workgroup Meeting
- Staff will be attending JED training in May – location to be determined
- June JED training will be held at the McMechen Service Center in the garden/high tunnel.

#### Programs

- Obligations as of 5/8/2024
  - Northern Panhandle CD
    - Obligated - \$600,802
    - Ready to send for obligation - \$106,884
    - Applications being developed currently – approx. \$174,000
    - Pending Preapprovals - \$245,500

#### Field Visits/Conservation Planning

- Staff completed field visits for conservation planning, technical assistance, and practice certifications.
- Field staff has been reaching out to participants for completion of contract reviews.
- Deadline for contract reviews is May 31, 2024

#### Staffing

- Will advertise for a forester for McMechen/Middlebourne.

- Wheeling Creek Watershed Commission (WCWC) – No report.
- Administrative Specialist (WVCA) – Veronica Gibson reported the following.
  - Poster and Samara contest awards are available for the supervisors to deliver to the schools.
  - Will be out of the office beginning 5/10 and will return 5/15.
  - Will assist the new Administrative Specialist in the LKCD.
- Visitors – None
- Committee Reports
  - Equipment – Victoria White provided an equipment rental report.
  - High Tunnel – David Shipman provided a written report.
    - Low bed has been cleaned out and is ready for planting.
    - Last raised bed is being cleaned out today.
    - Area that removed beds were located planning to plant with a pollinator mix.
    - High tunnel is being cleaned out today and will be planted next week.
    - New raised beds have been placed and filled with soil.

Water line needs to be replaced on existing beds and added to new beds for irrigation.

- Lines need to be heavier and to spec for irrigation standard.

Hoops will be used on low bed.

- Row cover is needed to utilize hoops.

Will be hosting a joint training at the office on small scale and urban practices for NRCS, WVCA, & FSA June 11<sup>th</sup>.

### **Old Business**

- Updated Compost Bin
  - David Shipman provided an updated design for a compost bin. This design will accommodate the width of the bucket on the skid steer. The estimated price for materials is \$2,266.00. **Jim Anderson made a motion to table the updated compost bin. Seconded by Robert Luchetti, Jr. Motion passed.**
- Bid for Red Building
  - Two estimates have been received for repairs to the red building. One for \$15,525.00 and another for \$18,450.00 (includes roof). Mark Fitzsimmons is trying to get a third estimate. **Amy Wade made a motion to table the bids for the red building for two weeks. Seconded by Eric Freeland. Motion passed.**
- Conservation Farms
  - **Jim Anderson made a motion to choose Fred Dague of Ohio County for the district farm. Seconded by Amy Wade. Motion passed.**
- Parking Lot/Driveway Asphalt Repair
  - Robert Luchetti, Jr. met with A1Blacktop to look at the work that needs completed in the parking lot and the cost of curb stops. He did not receive an estimate. **Jim Anderson made a motion to table the parking lot/driveway asphalt repair. Seconded by Amy Wade. Motion passed.**
- FAC Request for Building – Painting and Carpet Cleaning
  - One bid has been received. Expecting at least two more. **Jim Anderson made a motion to table FAC request for building – painting and carpet cleaning. Seconded by Steve Paull. Motion passed.**
- Promotional Items
  - Promotional items have not been ordered. Veronica Gibson and Victoria White will work on it.
- Weather Station
  - **Jim Anderson made a motion to replace the part inside of the weather station. Seconded by David McCardle. Motion passed.**

- O&M Work Trailer
  - No prices have been received. **David McCardle made a motion to table the purchase of an O&M trailer. Seconded by Jim Anderson. Motion passed.**
- Farm Family Insurance
  - David McCardle spoke to Eric Jack's office. They were supposed to change ownership of the building. David has not heard back from Eric's office. Robert Luchetti, Jr. suggested getting additional insurance prices.

### **New Business**

- Soil Tester
  - **Jim Anderson made a motion to interview next week for the soil tester position. Seconded by Robert Luchetti, Jr. Motion passed.**
- Marshall County Fair
  - A letter was received regarding participation at the Marshall County Fair. The topic died for lack of a motion.
- D'Appolonia Invoice Approval for UGC - \$10,515.40
  - **Jim Anderson made a motion to approve and pay the invoice from D'Appolonia in the amount of \$10,515.40 upon the approval from the WVCA. Seconded by Amy Wade. Motion passed.**
- FY25 O&M Agreements
  - Marshall County Commission – Wheeling Creek & Upper Grave Creek
  - Marshall County Commission – PA Structures
  - Ohio County Commission – PA Structures
  - Jim Anderson made a motion to approve the FY25 O&M agreements from the Marshall County Commission and the Ohio County Commission. Seconded by Steve Paull. Motion passed.**
- Wheeling Creek 25 O&M Agreement
  - **David McCardle made a motion to table the Wheeling Creek 25 O&M agreement. Seconded by Eric Freeland. Motion passed.**
- Hancock County WVU Extension
  - A request was received from the Hancock County WVU Extension office for support of an upcoming educational event. The topic died for a lack of a motion.
- Jr. Conservation Camp
  - **David McCardle made a motion to sponsor 8 campers for Jr. Conservation Camp for a total of \$1,400.00. Seconded by Amy Wade. Motion passed.**

- WV State (Sr.) Conservation Camp
  - **Jim Anderson made a motion to sponsor 8 campers for WV State (Sr.) Conservation Camp for a total of \$1,840.00. Seconded by David McCardle. Motion passed.**
  
- NPCD Website
  - Victoria White presented the NPCD website that she has created. The cost of the site is \$276.00 per year with a free domain name. **Amy Wade made a motion to approve the payment of \$276.00 per year for the NPCD website. Seconded by Robert Luchetti, Jr. Motion passed.**
  
- Apiary
  - Victoria White and David Shipman presented a plan to start an apiary at the district office and have an educational event by the end of June. The estimated cost for all materials is \$4,011.81. **Amy Wade made a motion to approve the apiary and educational event. Seconded by David McCardle. Motion passed.** The expenses will be submitted for reimbursement from the WVACD grant.
  
- Letters of Request
  - \$37,775.00 – FY25 Q1 District Support Allotment
  - \$20,045.00 – FY25 Q2 District Support Allotment
  - \$20,044.00 – FY25 Q3 District Support Allotment
  - \$14,680.00 – FY25 Q4 District Support Allotment
  - Amy Wade made a motion to approve the letters of request for FY25 district support. Seconded by Robert Luchetti, Jr. Motion passed.**
  
- Porta John
  - **David McCardle made a motion to pay the expense of a port john for Chuck Glenn's farm. Seconded by Steve Paull. Motion passed.** Chuck lost all of his farm to a tornado.
  
- Conservation Agreement
  - Christopher Dille/Ohio County
  - Amy Wade made a motion to approve the conservation agreement for C. Dille. Seconded by Eric Freeland. Motion passed.**
  
- Ag EP
  - FY25 AgEP Administrative Agreement
    - **Robert Luchetti, Jr. Made a motion to approve the updated FY25 AgEP Administrative Agreement. Seconded by Amy Wade. Motion passed.**



○ Payments

Name	Practice	Amount	Cost Share
Frederick Dague	Nutrient Management	25 acres	\$1,875.00
Mark Fitzsimmons	Lime	46.84 Tons	\$1,053.90
Jeffery Allen	Nutrient Management	25 acres	\$1,875.00
Scott & Carolyn Harris	Invasive Species	35.73 acres	\$600.00
Greg Knight	Lime	25 Tons	\$562.50
	Total payments		\$5,366.40

**Jim Anderson made a motion to approve the completed AgEP practices for F. Dague, M. Fitzsimmons, J. Allen, S. Harris, and G. Knight as presented. Seconded by Amy Wade. Motion passed.**

○ Cancellation

Name	Practice	Cost Share
Carrie Shipman	Fence	\$2,000.00
	Total payments	\$2,000.00

**Robert Luchetti, Jr. made a motion to cancel the AgEP contract for C. Shipman. Seconded by Steve Paull. Motion passed.**

**Correspondence** – Secretary, Amy Wade, reviewed the following correspondence:

- 1) A thank you from the Brooke County Fair for our sponsorship.
- 2) A thank you from the WVU Soils team for our sponsorship.
- 3) A thank you for our sponsorship of the Ham, Bacon, and Egg sale.

**Supervisor Reports**

Mark Fitzsimmons – Asked if any of the supervisors would be interested in working at the state fair.

**NEXT MEETING** – The next board meeting will be held on Thursday, June 13, 2024, 10:00 a.m., at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 4:20 p.m.

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**Mark Fitzsimmons, Chairman**  
**Minutes submitted by Veronica Gibson**

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**Amy Wade, Secretary**