

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**September 12, 2024**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County – Vice-Chairman  
Chuck Glenn, Hancock County – Treasurer  
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**

Eric Freeland, Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Gene Saurborn, Director of Field Operations, WVCA – via Teams  
Katie Fitzsimmons, District Conservationist, NRCS  
Kevin Paul, NRCS – via Teams  
Victoria White, District Administrator, NPCD  
Rebecca Moore, County Executive Director, FSA  
Brent Lyons, Forester, WVDOP  
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, September 12, 2024, at 10:00 a.m. at the USDA Service Center, McMechen.

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

**Minutes**

- **Amy Wade made a motion to approve the August 8, 2024, board meeting minutes, and the September 3, 2024, special meeting minutes as presented. Seconded by Jim Anderson. Motion passed.**

**Financial Report**

- Bob Straub reviewed the August 2024 NPCD funds.
  - Bob processed a check from the Soil Survey account to the General Fund account for reimbursement for the soil tester employee wages and expenses.
- Chuck Glenn reviewed the August 2024 co-administered funds.  
**Chuck Glenn made a motion to file the August financials for audit. Seconded by Amy Wade. Motion passed.**

## **Reports**

- District Crew (NPCD)
  - Wheeling Creek #3 is the last dam to be mowed.
  - Mark Fitzsimmons reported that the district should receive a contract for the Wheeling Creek debris removal by next week.
  - Gene Saurborn reported that the estimate for debris removal at Wheeling Creek is \$74,360.00 for #3, 7, 23, & 25. He will have a contract to the district next week.
  
- Farm Service Agency (FSA)
  - Rebecca Moore reported on current drought relief programs.
  
- WV Division of Forestry (WVDOF)
  - Brent Lyons reported the following:
    - Lights and sirens have been installed on his truck.
    - Worked a few logging jobs and 4 fires – the largest was ½ acre.
    - The state is preparing for potential fall fires.
  
- WV Conservation Agency (WVCA) – A written report was provided.

### **September 2024 WVCA Report**

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

### **DUE SEPTEMBER 15TH**

WVACD Honorary Member At Large

WVACD Lifetime Honorary Member

### **CDO Budget**

CDO budget closeout needed to be submitted to Guthrie by August 1. Submit ASAP

### **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, Don, or Jeremy.

### **Conservation Farm Tour**

- **East area**
  - Non-Traditional – Powder Keg Farm – Hampshire Co.
  - Traditional – Cottage Hill Farm – Grant Co.
- **West Area**
  - Non-Traditional – Harper Farm – Mason Co.
  - Traditional – Dague Stock Farm – Ohio Co.
- **South Area**
  - Non-Traditional – In The Nook Farm – Braxton Co.
  - Traditional – Furrow Farm – Monroe Co.

## State Judging – September 18<sup>th</sup> & 19<sup>th</sup>

### O&M Agreements:

CDs are encouraged to continue to work with local sponsors for O&M funding. This process started last year 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.

### Ag Enhancement Program

- State AgEP meeting will be held at Elk Conservation District on September 25<sup>th</sup>. Call-in information will be provided.

### October Quarterly Meeting – October 20-22 in Flatwoods

- WV Association of Conservation Districts (WVACD) – A written report was provided. September 2024 Board Report from Heather Duncan, WVACD Executive Director

#### **October Quarterly Meeting**

The dates for the October Quarterly Meeting will be Sunday, October 20- Tuesday, October 22<sup>nd</sup>. More information will be coming as the agenda is created. Please do not forget about the live auction and the silent auction. Secure your items now



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

Please do not forget to contact Julie Simmons ([wvacdoutreach2@wvacd.onmicrosoft.com](mailto:wvacdoutreach2@wvacd.onmicrosoft.com)) and Vanta Coda ([wvacdoutreach@wvacd.onmicrosoft.com](mailto:wvacdoutreach@wvacd.onmicrosoft.com)) for your outreach needs. Rather it's developing printed or online materials, creating diversity plans, or coming up with ideas to reach new producers or CSP outreach, they are here to help!

#### **Awards**

Thank you to everyone who submitted awards. As a reminder, you still have until September 15 to submit Honorary and Member at Large awards to the WVACD office by emailing Kelley at [kwayne@wvacd.us](mailto:kwayne@wvacd.us).

#### **New Emails!**

Heather Duncan and Kelley Wayne have new email addresses. Kelley can now be reached at [kwayne@wvacd.us](mailto:kwayne@wvacd.us) and Heather can be reached at [hduncan@wvacd.us](mailto:hduncan@wvacd.us) (this email will be activated late next week (9/9)). If you use the 'old' email addresses ([wvacd@wvca.us](mailto:wvacd@wvca.us)/[hduncan@wvca.us](mailto:hduncan@wvca.us)) they will still be forwarded for a short time to the new address. However, please be sure to update your address book.

#### **New WVACD Community Outreach Grant Funding Available**

Special thank you to NRCS for providing another round of funding for a Community Outreach Grant. These funds can be used to install new community gardens, BMPs, reaching underserved communities, installing demonstration sites for conservation practices, etc. The application period will be open until September 30 and the goal is to announce the new round of awardees at the October quarterly meeting. More information can be found online at: <https://www.wvacd.org/supervisor-information>. This is under the main page of the Supervisor Information tab.

**All previous grants are due NO LATER than September 15!! All receipts and reports MUST be submitted by this date!**

### **Upcoming Dates**

Central Area Meeting: Friday, October 4, 10 am at CCD

Eastern Area Meeting: Tuesday, October 1, 10 am at EPCD

Central Area Meeting: Tuesday, October 1, 10 am at WV State Farm Museum (tentative)

Fall Quarterly Meeting: October 20-22, 2024

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

### **September 2024**

#### **NRCS Report: Northern Panhandle Conservation Districts**

##### **Trainings/Upcoming Events/Outreach**

- August JED training will be on Grazing Management

##### **Programs**

- **Sign up deadlines**
  - **FY 25 EQIP – September 13, 2024**

##### **Field Visits/Conservation Planning**

- Staff completed field visits for conservation planning, technical assistance, and practice certifications.
- Staff are reviewing contracts to ensure designs are completed.

##### **Staffing**

- No new updates

##### **Other**

##### **Important Dates**

- **September 18<sup>th</sup> -20<sup>th</sup> Marshall County Hands on Ag Day**

- Wheeling Creek Watershed Commission (WCWC) – No report.
- Administrative Specialist (WVCA)
  - Veronica Gibson reported that Cody Lucey has not paid an invoice that was sent in March. A monthly past due statement has been mailed and a certified mailing has been sent.
- District Coordinator (NPCD) – Victoria White reviewed a written report.

##### **August/September Updates:**

Weekly Facebook posts/website updates. **If there are items that need added to Facebook or website please email District Administrator information.**

There were 37 attendees at the Tree I.D. Workshop at the district office on Friday, August 16th. Received great feedback from attendees.

WVACD and NACD grants due Sept 30, 2024. Presentation in New Business will go over the breakdown of grant funding and plans for funding allocation.

Nail City Painting is completed. They will be back to finish RD when they receive their new furniture.

Attending Volunteer WV Grant Writing Training on September 25-26 in Flatwoods, WV. Over 650 pounds of produce have been harvested from raised beds and high tunnels. Fall garden has been planted with carrots, beets, turnips, radishes, corn, brussel sprouts, and butternut squash.

A detailed schedule for September was sent to all NPCD supervisors and made available for district employees. The District Administrator September schedule also is available for all supervisors and district employees.

Coordinating with WVFMA to get printer in the district office for shared use in the coming weeks.

WVCA Soil Trailer going to Brooke Co. Fair Friday, September 13th and Saturday, September 14th. The District Administrator will be there both days. **Need one more person to assist on Saturday, September 14th.**

The schoolhouse building is going to be cleaned and organized over the fall months. **All items need to be cleared out so the district can utilize the building.**

- Visitors – None
- Committee Reports
  - Equipment – Victoria White provided an equipment rental report. There was a discussion regarding the cost of fabric.
  - Building – The paving has been completed and the car stops have been installed.

### **Old Business**

- Red Building
  - Jim Anderson reported that the contractor will begin work on September 24.
- Wheeling Creek 25 O&M Agreement
  - Robert Luchetti, Jr. presented a draft agreement. Robert would like to work with Gene Saurborn for any additions or corrections to the agreement. It is important to clarify all parties of the agreement of their roles and responsibilities. All board members agreed to have Robert continue to pursue completing the agreement.

### **New Business**

- Building Keys
  - As chairman of the building committee, Jim Anderson relayed that the building committee recommended for Jennifer Kile to keep keys to the office. **Jim Anderson made a motion for Jennifer Kile to keep keys to the office until she no longer works with the NPCD. Seconded by Amy Wade. Motion passed.**
- Office Space
  - As chairman of the building committee, Jim Anderson relayed that the building committee recommended that Victoria White be moved into the office space that Jennifer Kile was in. **Jim Anderson made a motion to move Victoria White to the office space that Jennifer Kile was in and to add additional directory signs. Seconded by Chuck Glenn. Motion passed.**

- Ohio County Country Fair
  - The Ohio County Country Fair schedule was set as follows:  
October 5 – Jim Anderson – Morning  
Amy Wade – Evening
  - October 6 – Robert Luchetti, Jr. – Morning  
Victoria White - Evening
  
- Carpet Cleaning Proposal
  - Carrie White presented a proposal for carpet cleaning. All carpets will be cleaned after business hours on a monthly rotational basis for an additional \$125.00 per month to the already existing cleaning agreement. **Chuck Glenn made a motion to accept the carpet cleaning proposal from Carrie Shipman as presented. Seconded by Amy Wade. Motion passed.**
  
- Soil Trailer Supervisor Coverage
  - There was a discussion to ensure there was enough coverage for the soil trailer at the Brooke County Fair.
  
- Splashboard for Downspouts
  - **Jim Anderson made a motion to purchase splashboards for the downspouts. Seconded by Chuck Glenn. Motion passed.**
  
- WVACD Scholarship Sponsorship
  - This will be discussed at the NPCD Foundation meeting.
  
- Re-implementation of NPCD Outdoor Learning Center
  - Victoria White presented a program of ideas to reimplement the outdoor classroom including potential grants. **Robert Luchetti, Jr. made a motion to support the reimplementation of the outdoor classroom and to move forward with grant requests. Seconded by Chuck Glenn. Motion passed.**
  
- Marshall County Schools MOU Career and Technical Education
  - An MOU was received from the Marshall County Board of Education. **Amy Wade made a motion to accept and enter the MOU Career and Technical Education as presented. Seconded by Jim Anderson. Motion passed.**
  
- WVCA Cooperative Agreement for Employee
  - Supervisors received a draft of a cooperative agreement from the WVCA for support for an employee. **Jim Anderson made a motion to table the decision to enter a cooperative agreement with the WVCA for support for an employee. Seconded by Amy Wade. Motion passed.**

- National Grazing Lands Coalition Tucson, AZ
  - As president of the state grazing committee, Jim Anderson requested 5 days of per diem and meals to attend the National Grazing Lands Coalition meeting in Tucson, AZ in December. **Chuck Glenn made a motion to pay five days of per diem and meals to Jim Anderson to attend the National Grazing Lands Coalition meeting in Tucson, AZ. Seconded by David McCardle. Motion passed.**
- Upper Grave Creek Emergency Action Plans (EAP) #1, 3, 4, & 5
  - **Robert Luchetti, Jr. made a motion to approve the EAPs for UGC #1, 3, 4, & 5 pending contact of monitors by Amy Wade. Seconded by Jim Anderson. Motion passed.**
  - Gene Saurborn reported that he received an email from Aaron Tonkery. Aaron is working on EAPs for UGC #7, 8, & 9.
- Letters of Request
  - \$17,575.00 – RC&D FY25 Allocation  
**Jim Anderson made a motion to sign and submit the letter of request for \$17,575.00 for RC&D FY25 Allocation. Seconded by Amy Wade. Motion passed.**
- Conservation Agreements
  - Melissa Schwing/Marshall County  
**Jim Anderson made a motion to approve the conservation agreement for M. Schwing as a new cooperator. Seconded by David McCardle. Motion passed.**
- Ag Enhancement Program

- Agriculture Enhancement Application Approval

Name	Practice	Amounts	Cost-Share	Ranking
John W. Miller	Wood EF	800 ft – Woven Wire	\$2,000.00	90
Timothy Bledose	PDF	1000 ft – High Tensile	\$2,000.00	110
Melissa Schwing	PDF	1000 ft – High Tensile	\$2,000.00	108
Steven Shook	PDF	1000 ft – Barbed Wire	\$2,000.00	77

**Jim Anderson made a motion to approve AgEP applications as presented for J.W. Miller, T. Bledsoe, M. Schwing, and S. Shook. Seconded by Chuck Glenn. Motion passed.**

- AgEP Application Cancellations

Name	Practice	Cost-Share	Reason
Dallas Lions Club	Pollination Planting	\$200.00	Did not return signed contract by 9/2/2024
Matthew Dille	Lime	\$2,000.00	Did not return signed contract by 9/2/2024
Abigail Mauck	Urban & Community Ag	\$750.00	Did not return signed contract by 9/2/2024
Jay Mauck	Urban & Community Ag	\$750.00	Did not return signed contract by 9/2/2024

Michael White	Water System	\$2,000.00	Did not return signed contract by 9/2/2024
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Signed contracts were received for Dallas Lions club, M. Dille, and M. White.

**Amy Wade made a motion to cancel unsigned contracts for A. Mauck and J. Mauck. Seconded by Steve Paull. Motin passed.**

- AgEP Exigency Application Approval
  - Kimberly Strum - Water Hauling Tank - 50% up to \$500.00  
**The AgEP Exigency application for K. Strum was unanimously approved.**
- AgEP Exigency Payment Approvals
  - Kimberly Strum – Oval Stock Tank - \$95.00  
**David McCardle made a motion to approve payment for K. Strum for the AgEP exigency program as presented. Seconded by Chuck Glenn. Motion passed.**

**Correspondence**

- Amy Wade, Secretary, read the following correspondence: (1) An invitation to the GVCD Legislative & Awards Banquet.

**Supervisor Reports** - None

**NEXT MEETING**

The next board meeting will be held on Thursday, October 10, 2024, 10:00 a.m., at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 1:15 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**