

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
**June 16, 2022**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County – Vice-Chairman  
Chuck Glenn, Hancock County – Treasurer  
Steve Paull, Brooke County  
Robert Luchetti, Ohio County  
David McCardle, Marshall County  
Mark Fitzsimmons, Marshall County, Chairman

**Supervisors Absent**

Britney Hervey-Farris, Brooke County  
Amy Wade, Ohio County – Secretary

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA – via teleconference  
Jenn Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
Rafael Mendez, Area Conservationist, NRCS – via teleconference  
David Shipman, Conservation Technician, WVCA  
Kevin Paul, NRCS  
Brent Lyons, Forester, WV DOF  
J.L. Tennant, CED, FSA  
Savannah Pettit, Farm Loan, FSA  
Abby Geho, District Administrator, NPCD  
Josie Scott – NPCD Soil Tester  
Harry Aston, NPCD Crew  
Bob Straub, CPA  
Robert Luchetti, Jr. – Ohio County Associate Supervisor

Chairman Mark Fitzsimmons called the meeting to order on Thursday, June 16, 2022, at 10:00 a.m. at the USDA Service Center in McMechen, WV.

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

**Minutes**

- **Robert Luchetti made a motion to approve the May 2022 board meeting minutes with the correction that Jenn Kile attended the meeting and the May 26, 2022, special meeting minutes with the correction that Jim Anderson did not attend the meeting. Seconded by Steve Paull. Motion passed.**

**Financial Report**

- Bob Straub reviewed the NPCD financials for May 2022. Bob then discussed the payment that is needed from the CDO account for the budget line item of rent in the amount of \$4,700 per year. This has been paid through June 30, 2016. It is six years behind. **Jim Anderson**

**made a motion to pay four years of rent from the CDO account to the building fund in the amount of \$18,800. Seconded by Robert Luchetti. Motion passed.**

- Chuck Glenn was not able to review the May 2022 co-administered funds financials.

### **Reports**

- District Crew (NPCD)
  - Harry Aston reported that he has mowed Harmon Creek #1, #13, and #14. The skid steer is broken. The front and back pulleys are burned up. Harry will repair the skid steer. Mark Fitzsimmons asked what the cost of repairs would be. Harry said less than \$900. Harry will mow Wheeling Creek dams next. Mark requested that Harry keep track of diesel cost for the season.
- Farm Service Agency (FSA)
  - J.L. Tennant introduced Savannah Pettit and reviewed current FSA programs.
- WV Division of Forestry (WVDOF)
  - Brent Lyons reviewed a written report. It will be filed with the minutes.
- WV Conservation Agency (WVCA)
  - A WVCA monthly report was provided and reviewed. It will be filed with the minutes.
- WV Association of Conservation Districts (WVACD)
  - A WVACD monthly report was provided and reviewed. It will be filed with the minutes.
- Natural Resource Conservation Service (NRCS)
  - Rafael Mendez introduced himself.
  - Katie Fitzsimmons reviewed a written report. It will be filed with the minutes.
  - All NRCS employees are back to work in the office.
  - Katie and David Shipman attended a DNR meeting at Oglebay.
  - Planning for Hands on Ag Day has begun.
  - Rafael explained the difference between CSP and EQIP. You can be involved in both programs at the same time. You do not have to have EQIP to have CSP. CSP is a five-year contract.
  - Chuck Glenn asked what the status is of the blue bird boxes. Katie said that Cameron High School has built 20 of the boxes and they need to be picked up. Katie suggested that maybe a carpenter could be found to make the boxes.
- Wheeling Creek Watershed Commission (WCWC) – No report
- District Administrator (NPCD)
  - Abby Geho will have reports during the committee reports.
- Administrative Specialist (WVCA)
  - Veronica Gibson will be on vacation and return to work on June 27.
  - Requested that Mark and one other supervisor come into the office on June 27 to sign AgEP payments and other documents.
  - Reminded elected supervisors to take the oath of office and submit a copy to file.

- Soil Tester (NPCD)
  - Josie Scott reported that she has had 25 farm visits and completed 97 tests on 485 acres.
- Visitors - None
- Committee Reports
  - Education Committee
    - Katie Fitzsimmons reported that Hands on Ag Day will be held on September 15 and 16. Setup will be September 14. She has contacted presenters. In the local work group meeting it was discussed to have workshops for cooperators. There was a discussion to plan them quarterly.
  - High Tunnel Committee
    - Katie Fitzsimmons reported that Abby Geho and Josie Scott have been taking care of the high tunnel.
    - Abby Geho reported that there have been 22 pounds of lettuce, 19 pounds of kale, 6 ½ pounds of broccoli, 45 pounds of cauliflower, and 5 pounds of cabbage donated to the soup kitchen in Moundsville.
    - The raised beds outside look good. David Shipman put up wire for the cucumbers to climb. Green beans were planted. Deer and rabbits have eaten some of the vegetables. A fence needs to be installed as approved in the past.
    - The irrigation system needs hooked up to the raised beds.
  - Building Committee
    - Katie Fitzsimmons reported that the soffit is pushed up in the back corner of the building and has a bird in it. Mark will call the same contractor that just completed work in the building to look at it and look at repairs that are needed on the red building.
  - Legislative Committee
    - No report
  - Equipment Committee
    - Abby Geho presented an equipment rental report for the supervisors to review. It will be filed with the minutes.
    - The spot sprayer has been repaired.
    - The aerator was not cleaned when it was returned. It was decided not to charge the cooperator. The tines need replaced. It was discussed to find out the price of replacing the tines versus purchasing a new aerator.
    - There was a discussion regarding the purchase of a new no-till drill.
  - O&M Committee
    - No report
- Supervisor Reports
  - Mark Fitzsimmons reminded supervisors of the upcoming state fair and to sign up to help at the WVACD booth if possible. Mark would like to attend the NE NACD meeting. David McCardle made a motion to allow Mark Fitzsimmons to attend the NE NACD meeting and reimburse him for expenses. Seconded by Robert Luchetti. Motion passed.

### Old Business

- Wheeling Creek #3 – Updates
  - Mark Fitzsimmons reported that he attended a meeting with the NPCD attorney and the engineer for the TVCD insurance company. A job showing is planned before the end of June to be able to get the work completed in August. Mark also spoke to Howard Coffield of the Wheeling Creek Watershed Commission (WCWC) to see if the WCWC would be named in the contract for repairs because the NPCD can not approve a contract and submit a notice to proceed without the funds for payment in the bank. Howard will hold a meeting of the WCWC to discuss.
- American Insurance Agency Review
  - Eric Jack did not attend the meeting. **Robert Luchetti made a motion to send a letter to Eric Jack requesting his attendance at the next meeting. If he is unable to attend, then find out when is a good time for him. He does not respond, then the district will look for a new agent. Seconded by David McCardle. Motion passed.**
- NRCS Grant Employee Hire
  - There has been nothing new to report.
  - The district needs to purchase the televisions that are included in the current agreement.
- District Policy Manual Review/Update
  - The board met on May 26, 2022, to review and update their current district policy manual. The updated policy manual was presented to verify all updates. **Robert Luchetti made a motion to approve the district policy manual as presented. Seconded by Steve Paull. Motion passed.**
- Cement Open Bays in Garage
  - Solicitation of bids was not done. **Robert Luchetti made a motion to table the topic of cementing the open bays in the garage. Seconded by Jim Anderson. Motion passed.**
- Supervisor Training
  - The supervisors will watch the supervisor training videos as time permits.

### New Business

- Election of NPCD Officers
  - Robert Luchetti, chairman of the nominating committee, proposed that the current NPCD officers be re-elected for another term.
  - **Robert Luchetti made a motion to accept the recommendations of the nominating committee as follows:**  
**Mark Fitzsimmons – Chairman**  
**Jim Anderson – Vice-Chairman**  
**Amy Wade – Secretary**  
**Chuck Glenn – Treasurer**  
**Seconded by Chuck Glenn.**
  - Mark Fitzsimmons asked for any other nominations from the floor. There were none.

- **Robert Luchetti made a motion to close the nominations. Seconded by Chuck Glenn. Motion passed. Motion passed to accept the recommendations of the nominating committee.**
- WVACD Directors
  - The WVACD directors for FY23 will be Mark Fitzsimmons and Jim Anderson.
- FY23 District Plan of Work
  - The FY23 district plan of work will be reviewed at the July 6 special meeting. A copy of the FY22 district plan of work will be mailed to each supervisor to review.
- Additional Funding Request to WVCA
  - There was a discussion to request funds for unfunded AgEP applications. Jenn Kile will provide the dollar amount of unfunded applications.
- FY23 RC&D Memorandum of Understanding
  - The FY23 RC&D memorandum of understanding was presented. **Jim Anderson made a motion to approve and sign the FY23 RC&D memorandum of understanding. Seconded by David McCardle. Motion passed.**
- FY23 O&M Agreements
  - City of Cameron – Upper Grave Creek
  - City of Moundsville – Middle Grave Creek
  - Ohio County Commission – PA Dams

**David McCardle made a motion to accept and sign the FY23 O&M agreements for City of Cameron-Upper Grave Creek, City of Moundsville-Middle Grave Creek, and Ohio County Commission-PA Dams. Seconded by Jim Anderson. Motion passed.**

**Robert Luchetti made a motion to meet with the Ohio County Commission and request an increase in their sponsorship to \$10,000. Seconded by David McCardle. Motion passed.**
- FY21 Audit Review Draft
  - The FY21 audit review is not available currently. There have been questions raised regarding bonding of supervisors.
- Photo Judging
  - Photos will be judged following the board meeting.
- Letters of Request
  - \$37,775.00 – FY23 1<sup>st</sup> Qtr District Support
  - \$20,045.00 – FY23 2<sup>nd</sup> Qtr District Support
  - \$20,044.00 – FY23 3<sup>rd</sup> Qtr District Support
  - \$14,680.00 – FY23 4<sup>th</sup> Qtr District Support

**David McCardle made a motion to approve the letters of request listed above. Seconded by Robert Luchetti. Motion passed.**

- New Cooperator

- Joseph Ludovici/Hancock County/42 acres
- Richard & Melinda Gibson/Hancock County/20 acres
- James W. Klug/Marshall County/236 acres
- Logan Toler/Marshall County/26.5 acres
- Steve Roth/Marshall County/4 acres

**David McCardle made a motion to approve J. Ludovici, R. & M. Gibson, J. Klug, L. Toler, and S. Roth as new cooperators. Seconded by Robert Luchetti. Motion passed.**

- AgEP

- Payments

Name	Practice	Amount	Cost Share
Lewis Hopkins	Exclusion Fence	1479 Ft	\$2,588.25
Mildred Allison	Exclusion Fence	645 FT	\$1,528.65
Kimberly Strum	Heavy Use Area	1500 sq. ft	\$1,980.00
Clement Frohnapfel	Heavy Use Area	476 sq. ft	\$628.72
Brian Moore	PD Fence	537 ft	\$939.75
Walter Maas	PD Fence	1473 Ft	\$2,577.75
Thomas Gibson	Urban Agriculture		\$281.21
John W. Miller	Water System	1 system	\$2,423.16
Josiah Wallace	Water System	1 system	\$2,381.36
John Tominack	PD Fence	1500 FT	\$2,600.00
Betsy Tamski	Lime	21.53 tons	\$430.60
Edwin Miller	PD Fence	1286 ft	\$2250.50
Corey Sobota	PD Fence	1420 ft	\$2,485.00
Christopher King	Water System	1 system	\$2,223.16
Dennis Aston	PD Fence	732 feet	\$1,281.00
Peyton Bertram	PD Fence	1500 Ft	\$2,600.00
Samuel Yoho	PD Fence	842 ft	\$1,995.54
N. Neil Burkett	Water System	1 system	\$1,397.76
Total Payments			\$32,592.41

**Jim Anderson made a motion to approve the completed AgEP practices for L. Hopkins, M. Allison, K. Strum, C. Frohnapfel, B. Moore, W. Maas, T. Gibson, J. W. Miller, J. Wallace, J. Tominack, B. Tamski, E. Miller, C. Sobota, C. King, D. Aston, P. Bertram, S. Yoho, and n. Burkett. Seconded by Robert Luchetti. Motion passed.**

- Cancellation

Name	Practice	Cost Share
Sharon Ebbert	Lime	\$215.60
Mark Christman	Lime	\$472.00
Mark Ruckman	Nutrient Management	\$550.68
James Wood	Water System	\$2,318.66
Total Cancellation		\$3,556.94

**David McCardle made a motion to cancel the uncompleted AgEP contracts for S. Ebbert, M. Christman, M. Ruckman, and J. Wood. Seconded by Chuck Glenn. Motion passed.**

- Jenn Kile presented an application for the FY23 AgEP program from Kelly A. Arehart that was received in the mail at the office on May 24. The deadline for application submission was May 20 at 4:00 pm. It was discussed that possibly the mail was delayed but the signature date on the application and the post mark from the post office were both May 20, therefore it would not have arrived by the deadline. It was decided that the application could not be accepted.

**Correspondence** – None

Bob Straub noted that the IRS mileage rate will increase to 62.5 cents per mile effective July 1. This will change the supervisor mileage rate.

The NP RC&D meeting will be held on July 14 at 9:30 a.m.

**NEXT MEETING** –The next board meeting will be held on Thursday, July 14, 2022, USDA Service Center, McMechen at 10:00 am.

There being no further business, the meeting was adjourned at 12:25 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**