

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING

July 11, 2024
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
Robert Luchetti, Jr., Ohio County
Amy Wade, Ohio County – Secretary
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County – Chairman

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Gene Saurborn, Director of Field Operations, WVCA
Grant Swift, WVCA Summer Intern
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Conservationist, NRCS
Victoria White, District Administrator, NPCD
Brent Lyons, Forester, WVDOF
Bob Straub, CPA, Hartley & Straub
Heather Duncan, Executive Director, WVACD – via Teams

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 11, 2024, at 10:00 a.m. at the USDA Service Center, McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Robert Luchetti, Jr. made a motion to approve the June 13 board meeting minutes and the June 28, 2024, special meeting minutes as presented. Seconded by David McCardle. Motion passed.**

Financial Report

- Bob Straub reviewed the June 2024 NPCD funds.
 - Amy Wade asked Bob Straub if the soil tester salary has been reimbursed from the Soil Survey account. Bob said the soil tester salary will be reimbursed from the Soil Survey account when the soil tester's employment ends, sometime in August. There was a discussion regarding supervisor travel and per diem. For FY24 the total for supervisor travel, per diem, and payroll tax was \$75,181.51. The district is allotted \$53,644.00 per fiscal year for these expenses. It was also noted that all funds in the CDO account were depleted.
- Chuck Glenn reviewed the June 2024 co-administered funds.
Robert Luchetti, Jr. made a motion to file the financials for audit. Seconded by Chuck Glenn. Motion passed.

Reports

- District Crew (NPCD) – A written report was provided.
O&M Report
July 10, 2024
PA Dams – Completed (Might need to burn some brush)
 - PA 648
 - Trees removed in all gutters
 - Trees and brush removed between fence and alternate spillway
 - Trees removed from inside of spillway.
 - Trees removed from riprap downstream side of dam
 - Dam mowed
 - PA 647
 - Trees and brush removed from outlet basin and channel
 - Dam mowedUpper Grave Creek
 - Sites 3, 7, 8, and 9 are finished
 - Once finished with UGC will go to Harmon Creek

- Farm Service Agency (FSA) – A written report was provided.
FSA Report
NPCD July 11, 2024
FSA is busy finishing up crop reporting before the July 15th deadline; and also coming in to our COC Election season. If you are feeding hay, due to our extreme heat conditions, please keep track of how much, incase we would get a program to help with that later on.

Also I will not be in the office much between now and December, I have started my CED Training, which will take me all over the state of WV in the next few months. The new CO Program Technician Avery Berdine is in the office daily and will be glad to help anyone in need of assistance.

Thanks!
Rebecca Moore
County Executive Director

- WV Division of Forestry (WVDof) – Brent Lyons reviewed his written report.
West Virginia Division of Forestry Activities
Brooke, Hancock, Marshall and Ohio Counties
July 11, 2024
This Report Covers Activities from 06/14/24 - 07/08/24

BROOKE COUNTY

Contacted libraries re: Smokey Bear programs. Inspected a logging job.

HANCOCK COUNTY

Smokey’s 80th Birthday Reading Challenge @ Lynn Murray Memorial Library.
Conducted maintenance on the Hillcrest RAWs. Inspected logging jobs.

MARSHALL COUNTY

Suppressed/investigated a fire. Contacted VFDs re: VFA Grant paperwork. Surveyed for spotted lanternfly. Inspected logging jobs.

OHIO COUNTY

Investigated a fire. Smokey @ 4-H Camp. Surveyed for spotted lanternfly. Sick tree call.

OTHER

Assisted w/Boy Scout Camp in Morgantown.

- WV Conservation Agency (WVCA) – A written report was provided.

July 2024 WVCA Report

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

Annual Work Plan

Reminder - District **annual** work plans are due **June 30** to Guthrie. A new template from NACD has been prepared and provided.

CDO Budget

CDO budget closeout needs submitted to Guthrie by August 1

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 30th. 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, Devon or Jeremy.

Conservation Farm Tour

Timelines:

- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

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 Timeline

- 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)
- AgEP data base needs closed out by July15

WV State Fair 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.

Gene Sauborn reported the following:

- Update on UGC mining including installation of monitoring equipment and drilling. A permit may be needed to drill. **Robert Luchetti, Jr. made a motion to sign a permit if needed for drilling. Seconded by Amy Wade. Motion passed.**
 - **Robert Luchetti, Jr. made a motion to allow the WVCA to request bids for debris removal at Wheeling Creek sites 3, 7, 23, and 25. Seconded by Jim Anderson. Motion passed.**
 - There was a discussion regarding O&M agreements. Gene said that when a dam is rehabbed, a new agreement can be written. The rehab for Wheeling Creek 25 has a recreation component added. Gene suggested that DNR be included in the agreement.
- WV Association of Conservation Districts (WVACD) – A written report was provided.
July 2024 Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

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. Draft agenda is attached. PLEASE register with Heather if you plan on attending the meeting in person and attending events on Monday. 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 can be found at: <https://www.nacdnet.org/news-and-events/summer-meeting/>
<https://www.nacdnet.org/news-and-events/summer-meeting/>

WVACD Dues

Thank you to districts that have paid their annual dues. As a reminder, they are due July 1 each year.

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.

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). They will be joining your district board meetings virtually over the next few months to introduce themselves.

Awards

Please do not forget to bring your posters, photos, and District of the Year awards to the July quarterly meeting. They are due to Mark Fitzsimmons Monday morning.

Please remember other upcoming awards and recognitions. More information on them can be found here: <https://www.wvacd.org/contests-and-awards>. Please note that Terry Hudson is the new WV Conservation Awards Council secretary/treasurer and all nominations that previously went to Belinda Withrow now go to Terry.

Congratulations to Mark Fitzsimmons, NPCD, and Bill Coffindaffer, WFCD, who will be inducted into the WV Ag & Forestry Hall of Fame this year. For more information, please contact Rebecca Williams at (304) 825-6983.

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) 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 website as it contains a lot of information and answers to commonly asked questions.

Be sure to submit your oath of office and any other follow up election requirements.

Upcoming Dates

WV State Conservation Committee Meeting : July 9, 2024, 9:30 am

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

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

WV Ag & Forestry Hall of Fame: Saturday, July 20, 2024 at Jackson's Mill

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.

July 2024

NRCS Report: Northern Panhandle Conservation Districts

Trainings/Upcoming Events/Outreach

- July Jed training will be held in Wardensville on July 23rd on Biosecurity

Programs

- **Obligations** as of 7/9/2024 – obligated \$1,053,872.00 in 35 contracts in the Northern Panhandle and managing 2 contracts out of Monongahela CD in the amount of \$85,559.
- Planning for FY 2025 the rest of the summer

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.
- Staff are reviewing contracts to ensure designs are completed.

Staffing

- Forester position was posted to be housed in either McMechen or Middlebourne – position closed June 11th
- Soil Conservation Technician – closed July 9th – this would be a shared position between Middlebourne and McMechen but housed in Middlebourne.

Other

- Staff assisted with bee program that took place at the office on June 21st. We all thought it was a great success.
- We will have a station set up at Small Scale Farming Day on July 17th at Eric Freeland’s Farm.
- Working on Hands on Ag Day – September 19 & 20

- Wheeling Creek Watershed Commission (WCWC)
 - Next meeting is July 18, 10 am at the Highlands Event Center.

- Administrative Specialist (WVCA) – Veronica Gibson reviewed her written report.

Administrative Specialist Report

July 2024

- ✚ Mailed request for quotes for FY24 AUP.
- ✚ Worked with Rod Lowe, CPA, to get the FY23 draft report.
- ✚ Scanned all photos that were submitted to be entered into the WVACD contest.
- ✚ Assisted the District Administrator with processing the quarterly newsletter for mailing.
- ✚ Submitted 2nd quarter report for the WVACD Education grant. Total reimbursement for this quarter is \$5,363.95. There is \$3,358.12 left to use.

- ✚ Worked with NPCD accountant to determine the funds available in the CDO account. All the CDO funds for FY24 were used with a deficit of \$2,311.98. On June 27, \$3,500.00 was transferred from the Equipment Replacement account to cover the negative balance. An additional \$5,000.00 was transferred from the Building Operations account on July 9.
 - ✚ Completed the FY24 workers compensation report for their annual audit.
 - ✚ Coordinated with O&M sponsors to complete annual agreements and receive their contributions for O&M.
 - ✚ Calculated expenses for NPCD employee for the last quarter of FY24 and submitted to WVCA for LOR instructions.
 - ✚ Submitted O&M work orders for 2024 for approval.
 - ✚ Submitted an invoice to the WCWC for \$16,000.00 for 2023 and 2024.
 - ✚ Renewed SAM registration.
 - ✚ Mailed past due invoices notices.
 - Codey Lucey - \$50.00 – Invoice date 03/18/2024 – Spreader rental
 - Dan Lucey - \$160.00 – Invoice date 05/16/2024 – 20 bird boxes.

Robert Luchetti, Jr. made a motion to charge a late fee of \$20 if invoice is not paid within 30 days. Seconded by Eric Freeland. Motion passed.
- District Coordinator (NPCD) – Victoria White reviewed a written report.
 NPCD District Administrator
 June/July Updates
 -Weekly Facebook posts/website updates
 -The Bee Event on Friday, 21st was a success with over 40 attendees. The district received great feedback from attendees on their evaluation forms.
 -Farm Field Day at Freeland Farm set for Wednesday, July 18th with a focus on small scale farming.
 -The Education Binder for District of the Year is nearing completion (about 95% done) and will be submitted at the July WVACD meeting.
 -Planning Tree Identification Workshop for August at the district office. Administrators identified 42 trees (21 different species) out of the 90 planted in 2007.

 -Will begin working on WVACD grant due Sept 30, 2024 and the grant to end July 31, 2026. Details will be announced at the July quarterly meeting with the application.
 -Nail City Painting will come at the end of July to begin preparation for painting the building.
 -Over 30 pounds of cucumbers have been harvested from raised beds. Hoping to harvest cabbage, tomatoes, peppers, eggplants, and more in the coming weeks to be donated to local soup kitchens.
 - Visitors – None

- Committee Reports
 - Equipment – Victoria White provided an equipment rental report.
 - High Tunnel – David Shipman provided a written report.

High Tunnel Committee Report

- Fertigation Unit has been replaced.
- Cabbage has been treated and looking better.
- Tomatoes will be ripe very soon.
- Poly on top of high tunnel was tore and needed repaired.
- Shade Cloth has been installed.
- Tree has been removed from side of green house.
- Celery close to harvest

Old Business

- Bid for Red Building
 - Three bids were received for repairs to the red building. **Amy Wade made a motion to accept P. Howard Construction to complete repairs to the red building. Seconded by Jim Anderson. Motion passed.**
- Parking Lot/Driveway Asphalt Repair
 - Two bids were received for the asphalt repair and curb stops for the parking lot. **Jim Anderson made a motion to accept Wilson Blacktop to complete the asphalt repairs and install curb stops in the parking lot. Seconded by David McCardle. Motion passed.**
- O&M Work Trailer
 - Two bids were received for an O&M trailer. **Amy Wade made a motion to purchase a trailer from Appalachian Trailers and to pay from the Equipment Replacement account. Seconded by Chuck Glenn. Motion passed.**
- Wheeling Creek 25 O&M Agreement
 - **Jim Anderson made a motion to table the topic of the Wheeling Creek 25 O&M agreement. Seconded by Amy Wade. Motion passed.**
- FY23 AUP Draft Report
 - **Jim Anderson made a motion to approve the FY23 AUP report after the following changes are made: #7 – fixed assets report was emailed to the auditor prior to his visit and #8 – The certificate of deposit is on the books and was provided to the accountant in the same email as the fixed assets. Seconded by Amy Wade. Motion passed.**
- Field Day at Freeland Farm
 - A field day will be held at Eric Freeland’s farm on July 17, 2 – 7 pm. The field day will consist of small-scale farming, urban agriculture, soil health, and equipment safety.

New Business

- FY25 NPCD Committee Assignments
 - The 2024 – 2025 committee assignments are at the end of the minutes.
- Appointment of WVACD Directors
 - **Chuck Glenn made a motion to appoint Mark Fitzsimmons and Jim Anderson as WVACD directors representing the NPCD. Seconded by David McCardle. Motion passed.**
- SWA Appointments
 - **Jim Anderson made a motion to appoint the SWA representatives as follows – Hancock County-Chuck Glenn, Brooke County-Save Paull, Ohio County- Robert Luchetti, Jr., and Marshall County-David McCardle. Seconded by David McCardle. Motion passed.**
- WV Farmers Market Association Printer
 - Victoria White does social media work for the WV Farmers Market Association. They would like to store their printer at the NPCD office for district use and theirs. **Chuck Glenn made a motion to allow the WV Farmers Market Association to store their printer in the NPCD office. Seconded by Eric Freeland. Motion passed.**
- WV State Fair Sign-up
 - Veronica Gibson can sign up supervisors for the WV State Fair.
- FY23 AUP Representation Letter
 - **Jim Anderson made a motion to sign the FY23 AUP Representation Letter as presented. Seconded by Amy Wade. Motion passed.**
- Budget for Area Farm Judging
 - The FY25 budget for the Conservation Farm judging is \$750.00. This amount is also to cover expenses if the NPCD farm makes it to the state judging and their expenses to the annual meeting in October. **Chuck Glenn made a motion to award each farm \$100.00 (total of \$300.00) and up to \$150.00 for farm signs. Seconded by Amy Wade. Motion passed.**
- Marshall County Fair Queen Pageant Sponsorship
 - The topic died for lack of a motion.
- Carroll Greene Nomination
 - **Jim Anderson made a motion to nominate David McCardle for the Carroll Greene award. Seconded by Eric Freeland. Motion passed.**
- WVACD Honorary Member at Large

- **Amy Wade made a motion to nominate Robert Luchetti, Sr. for the WVACD Honorary Member at Large award. Seconded by Eric Freeland. Motion passed.**
- WVACD Lifetime Honorary Member
 - **David McCardle made a motion to nominate Steve Paull for the WVACD Lifetime Honorary Member award. Seconded by Eric Freeland. Motion passed.**
- WVACD Rookie Supervisor Award
 - **Jim Anderson made a motion to nominate Eric Freeland for the WVACD Rookies Supervisor award. Seconded by Robert Luchetti, Jr. Motion passed.**
- NPCD Annual Banquet
 - The FY25 budget for the district annual banquet is \$2,000.00. It was decided to hold the banquet at the Highlands Event Center on November 11. Veronica will check availability.
- Letters of Request
 - \$4,141.84 – FY24 Q4 District Employee Reimbursement
Amy Wade made a motion to sign and submit the letter of request for \$4,141.84 for FY24 Q4 District Employee Reimbursement. Seconded by Robert Luchetti, Jr. Motion passed.
 - \$58,045.00 – FY25 O&M Allocation
 - Middle Grave Channel - \$3,055.00
 - Harmon Creek - \$21,385.00
 - Upper Grave Creek - \$21,385.00
 - Wheeling Creek - \$12,220.00**Amy Wade made a motion to sign and submit the letter of request for \$58,045.00 for FY25 O&M Allocation. Seconded by Eric Freeland. Motion passed.**
- Conservation Agreement
 - Dan Turkaly/Hancock County/6 acres
Amy Wade made a motion to approve the conservation agreement for D. Turkaly. Seconded by David McCardle. Motion passed.
- Ag EP
 - Jennifer Kile requested a special meeting to approve the FY25 AgEP applications. She said she would be available for a meeting on July 24 or later.
 - A special meeting will be held on August 1 at 11:30.

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

- 1) Letters from Brock and Gunner King requesting attendance and support of local 4-h and FFA members.

Supervisor Reports - None

NEXT MEETINGS

The next meeting will be held on Thursday, August 1, 2024, at 11:30 a.m., at the USDA Service Center in McMechen to review and approve AgEP applications.

The next board meeting will be held on Thursday, August 8, 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.

Mark Fitzsimmons, Chairman
Minutes submitted by Veronica Gibson

Amy Wade, Secretary

Northern Panhandle Conservation District 2024-2025 Committees

Equipment Committee (Rental Program)

David McCardle – Chairman
Chuck Glenn
Steve Paull
Robert Luchetti, Jr.
Victoria White

Grassland Committee

Jim Anderson - Chairman
Chuck Glenn
Jennifer Kile
Katie Fitzsimmons
David Shipman

Building Committee

Jim Anderson – Chairman
Amy Wade
Veronica Gibson

Education, Awards, Legislative & Outreach Committee

All NPCD Supervisors
Partners
Staff

Budget & Finance Committee

Chuck Glenn – Chairman
Jim Anderson
David McCardle
Amy Wade
Veronica Gibson

Agricultural Enhancement Committee

All NPCD Supervisors
Partners
Staff

Operation & Maintenance (Dams) Committee

Amy Wade – Chairman
Jim Anderson
Robert Luchetti, Jr.

Safety Committee

Eric Freeland – Chairman
Steve Paull
Chuck Glenn

High Tunnel & Garden Committee

David Shipman – Chairman
Partners
Staff

Personnel Committee

Robert Luchetti, Jr. – Chairman
Jim Anderson
David McCardle

Board Chairman sets on all committees