

NORTHERN PANHANDLE CONSERVATION DISTRICT  
Special Meeting

March 16, 2017  
10:00 a.m.

**SUPERVISORS PRESENT:**

Charles Pugh, Hancock County  
Ed Huff, Hancock County  
James Caldwell, Brooke County  
Steve Paull, Brooke County  
Cele Duvall, Ohio County  
Robert Luchetti, Ohio County  
David McCardle, Marshall County  
Mark Fitzsimmons, Marshall County

**OTHERS PRESENT:**

Veronica Gibson, District Manager, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Toni Reynolds, District Coordinator, NPCD

Chairman James Caldwell called the meeting to order on Thursday, March 16, 2017 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

**FY18 CDO Budget:**

- ❖ Funds spent to date for FY17 were reviewed. **Charles Pugh made a motion to make no changes to the FY17 budget for FY18. Seconded by Ed Huff. Motion passed.**

**Harmon Creek O&M Agreement – City of Weirton:**

- ❖ An agreement for O&M for Harmon Creek was presented for approval. The only change to the agreement was current dates. All other details stayed the same. **Cele Duvall made a motion to approve the current O&M agreement with the City of Weirton for the Harmon Creek structures. Seconded by Robert Luchetti. Motion passed.**

**FY18 AgEP:**

- ❖ Jennifer Kile reviewed and answered questions regarding the ranking score sheets.
- ❖ The supervisors would like to make a change to the Urban Agriculture practice as follows – reimbursement for purchased materials with receipts.

**NPCD Soil Tester:**

- ❖ **Robert Luchetti made a motion to hire Brielle Menendez for the summer soil tester position at a rate of \$9.50 per hour plus mileage with a 45-day evaluation. Seconded by Mark Fitzsimmons. Motion passed. Ed Huff made a motion to include paid holidays for Brielle Menendez. Seconded by David McCardle. Motion passed.** Brielle will take soil tests, work in the raised beds and high tunnel, and verify lime and nutrient management practices for the AgEP. **Robert Luchetti made a motion to add Brielle Menendez as an authorized person to sign the AgEP cost verification forms for practices she verifies. Seconded by Cele Duvall. Motion passed.** Brielle will begin work when school is out and until work until she returns to school in the fall.

There being no further business, Chairman James Caldwell adjourned the meeting at 11:15 a.m.

-----  
**James Caldwell, Chairman**

-----  
**David McCardle, Secretary**

**Minutes submitted by Veronica Gibson**