

NORTHERN PANHANDLE CONSERVATION DISTRICT
Special Meeting
July 23, 2018
10:00 a.m.

SUPERVISORS PRESENT:

Stephen Paull, Brooke County, Vice Chairman
Britney Hervey-Farris, Brooke County
Robert Luchetti, Ohio County
Cele Duvall, Ohio County
Mark Fitzsimmons, Marshall County, Chairman
David McCardle, Marshall County, Secretary/Treasurer
Jim Anderson, Hancock County

SUPERVISORS ABSENT:

Charles Pugh, Hancock County

OTHERS PRESENT:

Veronica Gibson, District Manager, WVCA
Toni Reynolds, District Coordinator, NPCD

Chairman Mark Fitzsimmons called the meeting to order on Monday, July 23, 2018 at 10:00 a.m. at the USDA Service Center in McMechen, WV.

NPCD Finances

- Financial reports for NPCD funds for June were reviewed. Mark Fitzsimmons reviewed the Balance sheet. Mark would like for accounts that appear on the balance sheet as “other” to have a description. A detail of those accounts was requested.
- For FY18 there was a carryover in the CDO Supervisor Travel and Per Diem of \$7,989.78. The allotted amount was \$45,644.00. For the CDO account the district spent \$54,151.58. The allotted amount was \$38,900.00. The district spent money that has accumulated from carry over of previous years.
- An annual report of paid equipment rental invoices was reviewed. The board would like to see a monthly accounts receivable report.
- There was a discussion regarding outsourcing all NPCD financials to an outside bookkeeper/accountant. This would include all checking accounts and payroll.
Robert Luchetti made a motion to request quotes from local bookkeepers/accountants to manage the NPCD checking accounts and payroll. Seconded by David McCardle. Motion passed.

NRCS Funding Opportunity to Support Technical Assistance

- **Jim Anderson made a motion to apply for the technical assistance from NRCS. Seconded by David McCardle. Motion passed.** The employee for NPCD area would

be a Soil Conservationist. A meeting will be held on Thursday, July 26 at 9:00 a.m. to begin to complete the application. Britney Hervey-Farris, Mark Fitzsimmons, Toni Reynolds, and Veronica Gibson will attend the meeting. Veronica will send questions regarding the application to NRCS prior to the meeting.

Promotional Items

- **Robert Luchetti made a motion to order the following: One thousand each of pens, pencils, letter openers with magnets, and jar openers. Fifty pocket calendars from Myron as ordered in the past. Five hundred each of AgEP brochures and equipment rental brochures and new business cards. Seconded by Stephen Paull. Motion passed.** Mark Fitzsimmons will find someone to print a new district logo to be used on the items listed above. An inventory of t-shirts will be done and then a decision will be made regarding ordering them. Smaller pocket calendars (3 1/2 x 5) will also be ordered once one is decided on.

There being no further business, Chairman Mark Fitzsimmons adjourned the meeting at 12:20 p.m.

Mark Fitzsimmons, Chairman

David McCardle, Secretary/Treasurer

Minutes submitted by Veronica Gibson