

NORTHERN PANHANDLE CONSERVATION DISTRICT  
Special Meeting  
**June 24, 2021**  
**10:00 a.m.**

**Supervisors Present**

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

**Supervisors Absent**

Britney Hervey-Farris, Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Jennifer Kile, Conservation Specialist, WVCA  
Katie Fitzsimmons, District Conservationist, NRCS  
H. Louis Winters, Associate Supervisor, Ohio County  
Bob Straub, CPA

Chairman Mark Fitzsimmons called the meeting order Thursday, June 24, 2021, at 10:00 am.

The pledge of allegiance was recited.

**Transfer of Rent from CDO Account**

- ❖ A line item in the CDO budget is \$4,700.00 for rent for each fiscal year. Bob Straub informed the board that the rent has not been transferred to the building fund for several years. **Robert Luchetti made a motion to transfer four years - \$18,800.00 – of rent from the CDO account to the building account as per the CDO annual budget. Seconded by David McCardle. Motion passed.**

**Cameron Flood – Marshall County**

- ❖ Mark Fitzsimmons spoke to Gene Saurborn regarding flooding in the city of Cameron and the possibility of the use of EWP funds if blockages qualify. **Robert Luchetti made a motion to use the NPCD EWP funds up to \$35,000.00 and enter into a subcontract to remove qualified stream blockages in Cameron due to flooding. Seconded by Jim Anderson. Motion passed.**
- ❖ Mark Fitzsimmons spoke to Greg Gallentine, Mayor of the city of Cameron, regarding needs for the city for flood recovery. Items needed include garbage bags, gloves, cleaning supplies, brooms, and squeegees. **David McCardle made a motion to spend up to \$5,000.00 for flood recovery items for Cameron. Seconded by Chuck Glenn. Motion passed.** The funds will be deducted from the NPCD General account. There was a discussion regarding the use of the district skid steer to remove debris if needed.

### **Close/Transfer Funds of Outdoor Classroom Account**

- ❖ The balance in the outdoor classroom checking account is less than \$300.00 and there are not any checks left for the account. The cost to purchase checks for the account would be about half of the balance. **David McCardle made a motion to transfer the balance of the outdoor classroom checking account to the CDO-conservation education checking account. Seconded by Robert Luchetti. Motion passed.**

### **Purchase Materials for Educational Videos**

- ❖ **David McCardle made a motion to budget up to \$500.00 for materials for educational videos. Seconded by Steve Paull. Motion passed.** The funds will be spent from the CDO account as budgeted. Videos will include construction of blue bird boxes and composting bins and will be posted to the NPCD Facebook page.

### **Hands on Ag Day Request**

- ❖ A letter was received from the Hands-on Ag Day committee requesting support for the annual event. **David McCardle made a motion to donate \$2,000.00 for the Hands-on Ag Day Event as budgeted. Seconded by Robert Luchetti. Motion passed.** The donation will be paid from the CDO account.

### **BRIM/Insurance Review**

- ❖ Representatives from the insurance company were not available. This will be tabled until the July 8 board meeting.

### **O&M Committee Report**

- ❖ An O&M committee meeting was held before this special meeting. Chuck Glenn reported that Bob Buchanan joined the meeting by telephone. Bob discussed issues regarding liability and how conservation districts got involved in the dams. Bob wants to pursue Brian Farkas to speak at a WVACD quarterly meeting to talk about the conservation districts liability and possibly changing state code.
- ❖ Amy Wade received an email from D. Shriver that stated that the NPCD and the Wheeling Creek Watershed Commission are owners of some of the dams. There was a discussion regarding ownership.
- ❖ Robert Luchetti would like to have Cele Duvall attend a meeting to try to answer any questions the board may have regarding the dams.

### **Wheeling Creek EAP's – Statement of Review**

- ❖ **David McCardle made a motion to table the Wheeling Creek emergency action plans to be reviewed at the July 8 board meeting. Seconded by Robert Luchetti. Motion passed.**

### **Election of NPCD Officers**

- ❖ As the chairman of the officer nominating committee, David McCardle recommended Mark Fitzsimmons as Chairman, Jim Anderson as Vice-chairman, Chuck Glenn as Treasurer, and Amy Wade as Secretary. **Robert Luchetti made a motion to close nominations for the officer election and appoint the offices as recommended by the election committee. Seconded by Jim Anderson. Motion passed.**

### **WVACD Quarterly Meeting**

- ❖ All board members were reminded of the next quarterly meeting deadlines.

**AgEP**

❖ **Payments**

Name	Practice	Amount	Cost Share
Hattie Debolt	PD Fence	558 Feet	\$976.50
Dale Mason	PD Fence	1100 Feet	\$2,600.00
McCombs Farm	Water System	1 System	\$2,962.38
Trudy Snyder	PD Fence	1100 Feet	\$2,600.00
Jesse Gandee	Urban Agriculture	Raised beds soil, etc.	\$161.00
Steve Wiley	Urban Agriculture	Raised beds, soil, etc.	\$202.16
Kathryn Young	Lime	4.2 Tons	\$84.00
Michaelene Frye	PD Fence	1100 Feet	\$2,600.00
Elbert Allison	PD Fence	1500 Feet	\$2,600.00
David Brooks Jr.	PD Fence	709 Feet	\$1,680.33
Mark Fitzsimmons	PD Fence	767 Feet	\$1,342.25
Wayne Shook	PD Fence	1280 Feet	\$2,240.00
Steven Dobbs	Lime	19.44 Tons	\$286.74
Maureen Golick	Urban Agriculture	Raised beds, soil, etc.	\$158.36

**David McCardle made a motion to approve completed AgEP contracts for payment for H. DeBolt, D. Mason, McCombs Farm, T. Snyder, J. Gandee, S. Wiley, K. Young, M. Frye, E. Allison, D. Brooks Jr., M. Fitzsimmons, W. Shook, S. Dobbs, and M. Golick. Seconded by Chuck Glenn. Motion passed.**

❖ **Cancelations**

Name	Practice	Cost Share
Daniel Longworth	Water System	\$2,590.36
Grant Carter	Water System	\$2,600.00
Gary Scott	PD Fence	\$2,187.50
Ronald Yoho	Water System	\$2,527.66
Cathleen Harr	Urban Agriculture	\$250.00
Paul Seidewitz	Water System	\$2,600.00
Kathleen McLaughlin	Urban Agriculture	\$250.00

**Jim Anderson made a motion to cancel uncompleted AgEP contracts for D. Longworth, G. Carter, G. Scott, R. Yoho, C. Harr, P. Seidewitz, and K. McLaughlin. Seconded by Steve Paull. Motion passed.**

❖ AgEP applications will be reviewed Thursday, July 1, at 9:00 am at the USDA Service Center.

There being no further business, the meeting was adjourned at 11:45 am.

Next meeting – July 8, 10:00 am at the USDA Service Center in the garage.

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**Mark Fitzsimmons, Chairman**

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**David McCardle, Secretary/Treasurer**

**Minutes submitted by Veronica Gibson**