

NORTHERN PANHANDLE CONSERVATION DISTRICT  
SPECIAL MEETING  
VIA TELECONFERENCE  
**December 14, 2022**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County, Vice-Chairman  
Steve Paull, Brooke County  
Robert Luchetti, Jr., Ohio County  
David McCardle, Marshall County  
Mark Fitzsimmons, Marshall County, Chairman

**Supervisors Absent**

Amy Wade, Ohio County, Secretary  
Chuck Glenn, Hancock County, Treasurer  
Eric Freeland, Brooke County

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Don Whetzel, Watershed Manager, WVCA  
Levi Cyphers, Engineer, WVCA

Chairman Mark Fitzsimmons called the meeting to order on Wednesday, December 14, 2022, at 10:00 a.m. via teleconference.

**Upper Grave Creek #1 (2022-05-11 OMR NPCD Upper Grave 1 Improvements)**

- Don Whetzel informed the board that a shutdown is needed at Upper Grave Creek #1 due to poor weather conditions. The work will stop for a minimum of 45 days and will resume when the weather is in workable conditions. The job is almost 88% complete. A partial payment has been requested by the contractor, Mark Vincent. In the agreement for the shutdown two items are to be completed. 1) Fence work (fence being placed back in the proper position). 2) Clean State Street (clean the total length of State Street, approximately 550 linear feet across the whole width, removing all mud).
- Levi Cypher has been at the site with the contractor as he prepares for the shutdown.
- **Jim Anderson made a motion that under the recommendation of the WVCA to accept the modification to contract 2022-05-11 OMR NPCD Upper Grave 1 Improvements for a shutdown and partial payment of \$350,000.00. Seconded by Steve Paull. Motion passed unanimously.**

There being no further business, the meeting was adjourned at 10:15 a.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**