

NORTHERN PANHANDLE CONSERVATION DISTRICT
SPECIAL MEETING
March 24, 2023
10:00 a.m.

Supervisors Present

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

Supervisors Absent

Amy Wade, Ohio County, Secretary

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Abby Geho, District Administrator, NPCD

Chairman Mark Fitzsimmons called the meeting to order on Friday, March 24, 2023, at 10:07 a.m.

FY24 CDO Budget

- **Robert Luchetti, Jr. made a motion to approve the FY24 CDO budget as discussed. Seconded by Chuck Glenn. Motion passes.** A copy of the approved budget is attached to the minutes.

NPCD Policy Manual

- The NPCD policy manual was reviewed for changes. **Jim Anderson made a motion to increase the daily allowance for meals to \$59 per day with receipts submitted. Seconded by David McCardle. Motion passed.** The policy manual will be updated and will be reviewed for approval at the April 13 board meeting.

Purchase Rain Barrels

- Mark Fitzsimmons found rain barrels for \$16 each if paid in cash or \$18 each if paid by check. The rain barrels would have to be picked up in Madison, PA. It was unanimously decided that the rain barrels should be paid for by check. These are the same barrels that the district has had in the past.
- Robert Luchetti, Jr. can get free barrels that were used for molasses. He will get as many as he can.

Conservation District Operations (CDO) Grant and Supplemental Funds Report Fiscal Year 2023				
Conservation District Name	Northern Panhandle Conservation District			
Date Prepared	March 24, 2023			
Do not type in grey boxes.				
CDO Cash Assets as of June 30, 2023	Explanation of Assets			
Checking Account	\$0.00			
Money Market Account	\$0.00			
Saving Account	\$0.00			
Certificates of Deposit	\$0.00			
Other Cash Investments	\$0.00			
Total Current (Cash) Assets	\$0.00			
CDO Encumbrances as of June 30, 2023 for next fiscal year	Explanation of Encumbrances			
	\$0.00			
Total Encumbrances	\$0.00			
Total Remaining Unencumbered Funds	\$0.00			
	FY 2024 Budgeted	FY 2024 Actual	Variance	
CDO Income				
CDO Grant Funds	\$38,900.00	\$0.00	\$38,900.00	
Total CDO Income	\$38,900.00	\$0.00	\$38,900.00	
CDO Expenses				
Accounting Services	\$7,250.00	\$0.00	\$7,250.00	
Conference Registration	\$1,400.00	\$0.00	\$1,400.00	
Dues and Subscriptions	\$5,750.00	\$0.00	\$5,750.00	
Office Rent	\$4,700.00	\$0.00	\$4,700.00	
Postage	\$2,500.00	\$0.00	\$2,500.00	
Promotional Items	\$1,500.00	\$0.00	\$1,500.00	
Supplies - Office	\$2,050.00	\$0.00	\$2,050.00	
Utilities - Internet	\$2,500.00	\$0.00	\$2,500.00	
Conservation Education	\$3,500.00	\$0.00	\$3,500.00	
Women in Agriculture	\$1,500.00	\$0.00	\$1,500.00	
Hands on Ag Day	\$2,000.00	\$0.00	\$2,000.00	
Envirothon	\$1,500.00	\$0.00	\$1,500.00	
Conservation Farm	\$750.00	\$0.00	\$750.00	
Annual Awards Banquet	\$2,000.00	\$0.00	\$2,000.00	
Total CDO Expenses	\$38,900.00	\$0.00	\$38,900.00	
Net CDO Income (Expenditure)		\$0.00		
	FY 2024 Budgeted	FY 2024 Actual	Variance	
Supplemental Income				
Auditing Service Reimbursement	\$4,300.00	\$0.00	\$4,300.00	
District Supervisor Travel	\$23,960.69	\$0.00	\$23,960.69	
District Supervisor Per Diem	\$20,142.00	\$0.00	\$20,142.00	
District Supervisor FICA Match	\$1,540.91	\$0.00	\$1,540.91	
Employee Salary, Benefits, & Taxes	\$20,000.00	\$0.00	\$20,000.00	
Quarterly Newsletter	\$3,500.00	\$0.00	\$3,500.00	
Conservation Farm Contest	\$1,865.00	\$0.00	\$1,865.00	
Annual Legislative/Awards Banquet	\$2,000.00	\$0.00	\$2,000.00	
Women in Agriculture	\$1,000.00	\$0.00	\$1,000.00	
Total Supplemental Income	\$78,308.60	\$0.00	\$78,308.60	
Supplemental Expenses				
Auditing Services	\$4,300.00	\$0.00	\$4,300.00	
District Supervisor Travel/Per Diem/FICA Match	\$45,643.60	\$0.00	\$45,643.60	
Employee Salary, Benefits, & Taxes	\$20,000.00	\$0.00	\$20,000.00	
Quarterly Newsletter	\$3,500.00	\$0.00	\$3,500.00	
Conservation Farm Contest	\$1,865.00	\$0.00	\$1,865.00	
Annual Legislative/Awards Banquet	\$2,000.00	\$0.00	\$2,000.00	
Women in Agriculture	\$1,000.00	\$0.00	\$1,000.00	
Total Supplemental Expenses	\$78,308.60	\$0.00	\$78,308.60	
Net Supplemental Income (Expenditure)		\$0.00		
Supervisor Signature	<i>Mark B Fitzsimmons</i>			
Date	<i>March 24, 2023</i>			

There being no further business, the meeting was adjourned at 12:15 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson