

NORTHERN PANHANDLE CONSERVATION DISTRICT
SPECIAL MEETING
February 22, 2024
10:00 a.m.

Supervisors Present

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

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Jennifer Kile, Conservation Specialist, WVCA
Don Whetzel, Watershed Manager, WVCA – via teleconference
Katie Fitzsimons, District Conservationist, NRCS
David Shipman, Soil Conservationist, NRCS

Chairman Mark Fitzsimmons called the meeting to order on Thursday, February 22, 2024, at 10:00 a.m.

- ✚ Ham, Bacon, & Egg Sale
 - **Jim Anderson made a motion to spend up to \$300.00 at the ham, bacon, and egg sale, Seconded by Chuck Glenn. Motion passed.**

- ✚ NPCD County Farms
 - Katie Fitzsimmons and Jennifer Kile shared a list of cooperators that have participated in their programs. The supervisors proposed farms as follows:
 - Hancock County
 - Traditional – Mildred Allison
 - Non-Traditional – None
 - Brooke County
 - Traditional – Bob Miller
 - Non-Traditional – Family Roots
 - Ohio County
 - Traditional – Fred Dague
 - Non-Traditional – Linda Whitaker
 - Marshall County
 - Traditional – Greg Knight
 - Non-Traditional – Frank Hill

✚ NPCD Policy Manual Review

- Robert Luchetti, Jr. presented an updated NPCD policy manual for review. Veronica Gibson will send an updated list of rental equipment to Robert.
- **Amy Wade made a motion to update the supervisor meal reimbursement as follows: Local receipts not to exceed \$59/day and meal totals to be not more than \$13/breakfast, \$15/lunch, and \$26/dinner. Motion died for lack of a second.**
- **Robert Luchetti, Jr. made a motion to reimburse supervisor for all travel meals at a maximum of \$59/day to the extent of \$13/breakfast, \$15/lunch, and \$26/dinner and all receipts must be submitted. Seconded by Amy Wade. Motion passed.**
- **Robert Luchetti, Jr. made a motion to approve the NPCD policy manual as modified effective March 1, 2024. Seconded by David McCardle. Motion passed.**

✚ UGC Mining Investigation Funding Letter Approval

- Robert Luchetti, Jr. has not completed the letter.

✚ FY25 CDO Budget

- **Amy Wade made a motion to approve the FY25 CDO budget as presented. Seconded by David McCardle. Amy Wade amended the motion to increase the district supervisor travel/per diem/FICA match to \$74,000 listed under Supplemental expenses. Motion passed.**

✚ Raised Beds

- **David McCardle made a motion to purchase four raised beds at \$298.95 each as presented and to pay from the Soil Survey account. Seconded by Chuck Glenn. Motion passed.**

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