

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.

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Mark Fitzsimmons, Chairman

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Amy Wade, Secretary

Minutes submitted by Veronica Gibson