

NORTHERN PANHANDLE CONSERVATION DISTRICT
SPECIAL MEETING
March 22, 2022
3:00 p.m.

Supervisors Present

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

Supervisors Absent

Britney Hervey-Farris, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA

Chairman Mark Fitzsimmons called the meeting to order on Tuesday, March 22, 2022, at 3:00 p.m. at the USDA Service Center in McMechen.

FY23 CDO Budget

- The NPCD supervisors reviewed the FY22 budget expenditures as of February 2022. **Jim Anderson made a motion to approve the FY23 CDO budget as listed below. Seconded by Chuck Glenn. Motion passed.**

Conservation District Operations (CDO) Grant and Supplemental Funds Report Fiscal Year 2023						
Conservation District Name	Northern Panhandle Conservation District					
Date Prepared	March 22, 2022					
Do not type in grey boxes.						
CDO Cash Assets as of June 30, 2021	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, 2021 for next fiscal year	Explanation of Encumbrances					
	\$0.00					
Total Encumbrances	\$0.00					
Total Remaining Unencumbered Funds	\$0.00					

	FY 2023 Budgeted	FY 2023 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	\$4,750.00	\$0.00	\$4,750.00				
Maintenance and Repair	\$1,000.00	\$0.00	\$1,000.00				
Office Rent	\$4,700.00	\$0.00	\$4,700.00				
Postage	\$2,000.00	\$0.00	\$2,000.00				
Promotional Items	\$2,000.00	\$0.00	\$2,000.00				
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	\$1,250.00	\$0.00	\$1,250.00				
Conservation Farm	\$1,000.00	\$0.00	\$1,000.00				
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 2023 Budgeted	FY 2023 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					
		Date					

Mark B. Fitzsimmons
3/22/2022

NPCD New Employee

- Interviews were held on March 22 for the NPCD administrative position. **David McCardle made a motion to hire Abby Geho for the NPCD administrative position with a pay rate of \$17 per hour/24 hours per week and a review after 30 days. Her start date will be April 4. Seconded by Jim Anderson. Motion passed.**

There being no further business, the meeting was adjourned at 4:30 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson