

NORTHERN PANHANDLE CONSERVATION DISTRICT  
SPECIAL MEETING  
**May 26, 2022**  
**10:30 a.m.**

**Supervisors Present**

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  
Jim Anderson, Hancock County, Vice-Chairman

**Others Present**

Veronica Gibson, Administrative Specialist, WVCA  
Mike Scherpenberg, Watershed Technician, WVCA  
Abby Geho, District Manager, NPCD

Chairman Mark Fitzsimmons called the meeting to order on Thursday, May 26, 2022, at 10:30 a.m. at the USDA Service Center in McMechen.

**2022-05-09 OMR NPCD Harmon Creek Debris Removal Bid**

- One bid was received for the debris removal for Harmon Creek. The bid was received from J&R Excavating, Inc. in the amount of \$54,000.00. This bid was higher than the amount estimated by the WVCA. **Robert Luchetti made a motion to reject the bid from J&R Excavating, Inc. in the amount of \$54,000.00 and do a new job showing for the 2022-05-09 OMR NPCD Harmon Creek Debris Removal. Seconded by David McCardle. Motion passed.** A letter will be sent to J&R Excavating, Inc. to inform them that their bid was rejected.

**NPCD Policy Manual Update/Review**

- Updates were made to the NPCD Policy Manual. Veronica Gibson will update the current policy manual to reflect the changes and file the old policy manual with changes marked with the meeting minutes. An updated copy will be sent to each supervisor to review before the June board meeting. There was a discussion regarding the changes to legislative rules 63-01 and 63-04. The written comment period ends on 06/16/2022 at 4:00pm therefore the NPCD Policy Manual will need to be updated again to reflect the changes.

**Other Discussion**

- The June board meeting date is June 9. Mark Fitzsimmons has a meeting with the attorney regarding Wheeling Creek #3 on that day. It was decided to change the June board meeting date to June 16.

There being no further business, the meeting was adjourned at 12:05 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**