

NORTHERN PANHANDLE CONSERVATION DISTRICT
SPECIAL MEETING
July 6, 2022
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County, Vice-Chairman
Chuck Glenn, Hancock County, Treasurer
Steve Paull, 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 North, WVCA – via teleconference
Katie Fitzsimmons, District Conservationist, NRCS

Chairman Mark Fitzsimmons called the meeting to order on Wednesday, July 6, 2022, at 10:00 a.m. at the USDA Service Center in McMechen.

2022-06-27 OMR NPCD Harmon Creek Debris Removal

- A job showing for debris removal for Harmon Creek was shown on 05-09-2022 and the bids received were rejected because they were much higher than the estimated cost. Another job showing was held on 06-27-2022. No contractors attended the job showing, however, one phone call was received from Vincent Excavating before the time of the job showing stating that they were having car trouble and would not be able to make by the posted time of the job showing. Don Whetzel asked the board if they would like to hold another job showing or accept the bid from Vincent Excavating for review. **David McCardle made a motion to accept a bid from Vincent Excavating to review for the debris removal at Harmon Creek. Seconded by Jim Anderson. Motion passed.** Don Whetzel will contact Vincent Excavating and instruct them to submit the bid before the NPCD July 14 board meeting.

Upper Grave Creek #1

- **2022-05-11 OMR NPCD Upper Grave Creek 1 Improvements**
 - **Bid Approval/Sign Contract/Submit Notice to Proceed**
 - The low bid received for the Upper Grace Creek #1 improvements was from Vincent Excavating in the amount of \$400,000.00. All paperwork for the bid has been reviewed by the WVCA Contract Specialist and all necessary documents are included in the bid packet. **David McCardle made a motion to accept the bid from Vincent Excavating in the amount of \$400,000.00 for contract 2022-05-11 OMR NPCD Upper Grave Creek 1 Improvements and to coordinate the signatures for the contract and the notice to proceed. Seconded by Robert Luchetti, Jr. Motion passed.**

- **Agreement 1437-00 – Agreement Between City of Cameron, NPCD, and WVCA**
 - Mark Fitzsimons reviewed and read aloud an agreement for the slip and drainage repairs at Upper Grave Creek #1. The agreement is between the City of Cameron, NPCD, and WVCA. **Jim Anderson made a motion to accept and sign agreement 1437-00 between the City of Cameron, NPCD, and WVCA for slip and drainage repairs at Upper Grave Creek #1. Seconded by Steve Paull. Motion passed.**

FY23 AgEP Application Review

- Jennifer Kile distributed the FY23 AgEP application packets to the supervisors for review. The applications will be presented at the July board meeting for approval/denial.

FY23 District Plan of Work

- Prior to the meeting, each supervisor received a copy of the FY22 District Plan of Work to review for updates. The FY22 District Plan of Work was reviewed and updated for FY23. The draft FY23 District Plan of Work will be presented at the July board meeting for approval.

Other Discussions

- Katie Fitzsimmons discussed the upcoming visit on July 25 from Jon Bourdon, NRCS State Conservationist. Katie is going to contact Eric Freeland to see if he would be available that day for a farm visit. They will also visit the Hopkins’ farm to view his feed pad. Katie will provide lunch at the office. All supervisors are invited to the farm tours and for lunch.
- The current lab that the district uses for forage testing, Skyview Lab, unexpectedly closed. Katie researched and found a few other labs that the district may be interested in using. Selecting a new lab for forage testing will be placed on the July board meeting agenda.

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

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson