

NORTHERN PANHANDLE CONSERVATION DISTRICT
SPECIAL MEETING
March 27, 2025
10:00 a.m.

Supervisors Present

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

Supervisor Absent

Eric Freeland, Brooke County
Robert Luchetti, Jr., Ohio County
Mark Fitzsimmons, Marshall County – Chairman

Others Present

Victoria White, District Administrator, NPCD
Devon Kokoska, Watershed Manager - East, WVCA
Katie Fitzsimmons, District Conservationist, NRCS

Vice Chairman Jim Anderson called the meeting to order on Thursday, March 27, 2025, at 10:00 a.m. at the USDA Service Center, McMechen.

- AgEP
 - Complete FY25
 - Devon Kokoska commented that he would provide an updated/corrected FY 25 AgEP Timeline and that he will work with Veronica on getting reminders sent to cooperators about completing open contracts.
 - Upcoming FY26
 - **Amy Wade made a motion to approve the updates for FY 26 Agricultural Enhancement Program Administration Agreement and the FY 26 Agricultural Enhancement Program Application. Seconded by Chuck Glenn. Motion passed.**
 - Updates:
 - FY 26 Agricultural Enhancement Program Administration Agreement
 - Improve the ranking procedure for better understanding
 - FY 26 Timeline
 - Application Period: 5/5/25 – 5/30/25
 - Ranking Period: 6/2/25 – 7/3/25
 - Completion: 6/1/26
 - FY 26 Agricultural Enhancement Program Application

- Boundary Fence – further explain how this fencing must be connected to Woodland Division or Pasture Division to be applicable
- Pollinator Planting – seeds or plugs, choose one to offer or allow both
- Review Applications/Resumes
 - Joshua Klapka will be interviewed at the April Board Meeting. Brian Whipkey will have a tour of site #3 and will be interviewed at the April Board Meeting. Josi Scott will be hired after April 21st (application deadline) as the Summer Soil Tester if no one else applies.
- Review/Update District Policy Manuals
 - CD Employee Manual
 - CD Plan of Work
 - **Amy Wade made a motion to approve the changes and updates made to the CD Plan of Work. Dave McCardle seconded. Motion passed.**
 - Updates:
 - CD Plan of Work
 - Conservation Education – add Tri-State Beekeeping Association Partnership and Youth Beekeeping Program
 - Responsible – NPCD staff, NPCD Supervisors and NRCS Staff
 - High Tunnel Classroom & Garden – add NPCD Staff to all Actions and change Target Date to Continuous for Action 7d

There being no further business, the meeting was adjourned at 12:00 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Victoria White