

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
July 10, 2025
11:30 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

Supervisor Absent

Eric Freeland, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Judith Lyons, Executive Director, WVCA
Gene Saurborn, Director of Field Operations, WVCA
Don Whetzel, District Operations Manager, WVCA
Victoria White, District Administrator, NPCD
Abby Clegg, Soil Tester, NPCD
Heather Duncan, Executive Director, WVACD via Teams
Julie Simmons, Communication and Outreach, WVACD via Teams
Katie Fitzsimmons, District Conservationist, NRCS
Andy Deirchert, State Conservation Engineer, NRCS
Bob Straub, CPA, Hartley & Straub
Bob Shusko, Sr. Principal Engineer/President, D'Appolonia Engineering

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 10, 2025, at 12:00 p.m. at the USDA Service Center, McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Robert Luchetti made a motion to approve the June 2025 board meeting minutes and the July 3, 2025, special meeting minutes as presented. Seconded by Chuck Glenn. Motion passed.**

Financial Report

- Bob Straub reviewed the June 2025 NPCD funds.
- Chuck Glenn will review the June 2025 co-administered funds following the meeting.
David McCardle made a motion to file the June NPCD financials for audit. Seconded by Chuck Glenn. Motion passed.

Reports

- District Crew (NPCD)
 - Mark Fitzsimmons called a previous applicant for the crew. He is no longer interested. Mark will get contact information from a local mowing company to mow UGC #7, #8, and #9 and the PA dams. UGC #7, #8, and #9 need mowed for a second time in July and a third time in August.
 - There was a discussion regarding interest in mowing the PA dams.
 - Robert Luchetti, Jr., reported that Bridgeport Equipment has sent the Ventrac from their shop in Bridgeport to Marietta to be repaired.
- Farm Service Agency (FSA) – No Report
- WV Division of Forestry (WVDOF) – No Report
- WV Conservation Agency (WVCA)
 - Gene Saurborn gave an update on flooding that occurred in Ohio County. Flood duty is ongoing and is a priority for the staff.
 - Judith Lyons provided a copy of a letter she received by email during the meeting. The letter was about the AG opinion on dams. There was a discussion regarding the letter. Robert Luchetti, Jr. asked if the NPCD should respond to the letter. The consensus of the board was to have the NPCD attorney write a letter. Robert will contact the NPCD attorney.
 - Don Whetzel reviewed a written report:

July 2025 WVCA Report

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1

WVACD Honorary Member At Large

WVACD Lifetime Honorary Member

Annual Work Plan

Reminder - District **annual** work plans are due **June 30** to Guthrie.

CDO Budget

CDO budget closeout needs submitted to Guthrie by August 1

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim, Devon or Jeremy.

Conservation Farm Tour

Timelines:

- **July** - Area judging
Southern area week of July 7
Northern area week of July 21
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

O&M Agreements:

CDs are encouraged to continue to work with local sponsors for O&M funding. This process started last year these agreements will not be matched dollar for dollar as they were in the past. The WVCA will be allocating funds on a watershed basis moving forward to help with O&M costs.

Ag Enhancement Program Timeline

- May/June/July – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs June 15 – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)
- AgEP data base needs closed out by July 15

SB 941

WVCA is waiting for correspondence from DEP regarding the bill. As we receive information it will be shared. In the meantime, CDs should continue regular operation and maintenance work.

WV State Fair Sign Ups

The schedule for state fair volunteers is now available under the WVCA admin webpage. If you would like to schedule a time frame to work at the fair, please contact your Administrative Specialist.

- WV Association of Conservation Districts (WVACD)
 - A written report was not provided. Heather Duncan reported the following:
 - The quarterly meeting is next week. All the information has been sent out.
 - Each supervisor can vote on the by-laws. Join the meeting to vote.
 - Jim Anderson asked which districts will not pay the WVACD dues. Heather said it is Capitol CD and Little Kanawha CD. Greenbriar CD has not been decided yet. The WVCA has pulled out of the WVACD.
 - Payments have been processed for the outreach and development grants. Districts will not get reimbursement until the WVACD receives reimbursement from NRCS. The NPCD is still interested in participating. Expenses for reimbursement can be submitted monthly to the WVACD.
- Natural Resource Conservation Service (NRCS)
 - Katie Fitzsimmons reviewed a written report.

July 2025

NRCS Report: Northern Panhandle Conservation District

Trainings/Upcoming Events/Outreach

- July 22nd – JED Training – location TBD
- September 18th & 19th – Marshall County Hands on Ag Day
- September 27th – Forestry Field Day
- October 3rd – Ohio County Hands on Ag Day
- October 10th – Grazing Dinner Meeting
- October 11th – Grazing Field Day

Programs

- FY 2025 EQIP/CSP
 - 6 CSP Contracts
 - Total Obligation - \$197,132.00
 - 11 EQIP Contracts
 - Total Obligation - \$177,742.00
- FY 2026 EQIP/AMA/CSP
 - Sign Up Ends August 29th

Field Visits/Conservation Planning

- Staff completed field visits for conservation planning, technical assistance, and practice certifications.
- Staff are reviewing contracts to ensure designs are completed.

Misc.

- Hancock County Office Hours – we still have people coming in to meet with us!
 - July 17th
 - August 21st
 - September 18th – conflicts with Hands on Ag Day
- Wheeling Creek Watershed Commission (WCWC)
 - The next WCWC meeting will be held on July 17. Jim Anderson is unable to attend. Robert Luchetti, Jr. will be the proxy for Jim.
- Administrative Specialist (WVCA)
 - Veronica Gibson reported the following:
 - FY25 AgEP has been completed and closed out in the database.
 - Veronica is putting as much information as possible into the digital file and the paper files for the FY26 AgEP program.
 - The FY25 RFQ for AUP will be sent out.
 - Veronica will be off on July 16 and July 28 through August 1.
- District Administrator (NPCD)
 - Victoria White reviewed a written report.

NPCD District Administrator

June/July Updates:

General Updates:

- If you have items that need added to Facebook or website, please email with necessary information
- July schedule is now available for all supervisors
- 2024-2025 Annual Report available on website
- 2024-20025 Education Binder completed and will be taken to WVACD July Meeting with photo and poster contest winners

Events:

- Youth Beekeeping Classes – Sun. July 20th @ NPCD Office
 - Shanda King & WTOV9 coming
- Youth Beekeeping Classes – Sun. Aug. 17th @ NPCD Office
- Forestry Field Day – Sat. Sept. 27th
- Grazing Field Day – Sat. Oct. 11th

Grants:

Name	Amount	Progress
The Bee Cause Grant	\$1,500	Awarded
WVACD Community Outreach Grant	\$8,166	Paused

WVACD Community Development Grant	\$10,000	Not Awarded
GLCI Pasture Walk (Grazing Field Day)	\$3,000	Apply for reimbursement through WVCA
Northern Panhandle RC&D (Educational Material)	\$500	Awarded
FirstEnergy Foundation		In Review
Ohio Valley Jaycees Charitable Fund'		Not Awarded
Oak Foundation		In Review
Anderson-Rogers Foundation		In Review
AEP Foundation		In Review
Daniel K. Thorne Foundation		In Review
Chris Hess Foundation		In Review
Helen J. Prince Foundation		In Review

- Soil Tester
 - Abby Clegg reviewed a written report.

Farmer	County	Acres	Date Sampled
Mike White	Hancock	29.5	4/24/2025
Brett Lemley	Hancock	27.1	4/24/2025
Richard Gibson	Hancock	19.1	4/24/2025
Lewis Hopkins	Ohio	193.5	4/23/2025 & 4/28/2025
Blanche Rybeck	Ohio	25.14	4/29/2025
Kenneth Fowler	Ohio	1.5	4/29/2025
Dave Henderson	Ohio	21.6	5/5/2025
Eric Blend	Ohio	4	5/5/2025
Mike Crow	Marshall	18.1	5/6/2025
Sham Gaffor	Marshall	0.5	5/6/2025
Chad Lamp	Hancock	36	5/8/2025
James Tully	Ohio	4.5	5/14/2025
Rebecca Scott	Ohio	0.5	5/15/2025
Alvin Schafer	Ohio	1	5/19/2025
William Witherow	Hancock	30	5/20/2025
Suzan Smith	Ohio	58.1	5/23/2025
Bennie Parr	Hancock	28.9	5/29/2025
Lisa White	Ohio	17.15	6/2/2025
Mark Chambers	Marshall	5.3	6/2/2025
Rick Otte	Marshall	57.6	6/10/2025

Nick Frankovich	Hancock	96.85	6/11/2025
William Kidd	Marshall	5.8	6/30/2025
Chuck Glenn	Hancock	67.4	7/9/2025
	Total Acres:	749.14	

- Visitors - None
 - Committee Reports
 - Equipment
 - Victoria White provided a rental report.
 - Victoria reported the following:
 - The 2011 spreader has a flat tire – it will be repaired.
 - The pump is broken on the Demco sprayer – Victoria will look for a pump to replace the broken one.
 - The no-till drill will be returned to the NPCD office when the cooperater that has it is finished. Chuck Glenn reported that the last cooperater to rent the no-till drill in Hancock County said repairs are needed.
 - Building
 - The NPCD office has been moved to the shared space with the forester. The WVCA employee has moved to the previous NPCD office.
 - A dead tree needs to be removed from the back of the building.
 - High Tunnel
 - David Shipman reviewed a written report.
- July 2025 High Tunnel Committee Report
- Total of 173.9 LBS donated as of 7/7/2025
- Combination of high tunnel and outside garden
- Outside irrigation is still in progress
- Hydrant parts now on hand
- Will start installation as time allows
- Using hose from high tunnel at this point
- Plastic replacement
- Iner cover \$ 450.00 size 48' x 100' Materials only price
- Outer cover \$460.00 Size 48 x 100' Materials only price
- Remainder of plastic will replace the end wall towards gazebo and roll ups
- Installation may cost as much as the Materials cost approximately \$1000
- Cabbage bed to be replanted with possibly eggplant.
- Green bean beds to be replanted for fall crop (beets or turnips) after last picking.
- Carrots to be planted once peppers are done for season.
- Shade cloth still needs to be pulled on the high tunnel.
- Grassland
 - Jim Anderson will attend the meeting tomorrow.

- Education
 - The following upcoming proposed events were discussed in an education committee prior to the board meeting:

Forestry Field Day

Date: Saturday, September 27th 9-12 RSVP By Sept 17th

Location: Rick Markonich Farm, Irish Ridge Road

Speakers – Brent Lyons & Shaun Kuhn, WVDOF

Topic – Forest Stand Improvement, General Forestry, Invasive Species

Expenses:

Porta Jon - \$150

Lunch - \$9 sandwich, chips, cookie (Aston's Store, Pleasant Valley)

Drinks

Misc – Speaker/host thank you, postage, handouts - \$200

Registration Fee: \$10

Budget - \$750

Grazing Dinner Meeting

Date: Friday, October 10th 6:30pm

RSVP by Oct 3

Location: West Liberty Christian Church

Speaker – Amanda Grev, University of Maryland Extension

Topic – Rotational Grazing: Drought Resiliency

Expenses:

Building Rental - \$150

Dinner - \$16.00/person

Drinks

Speaker Expenses - \$600 for both days

Misc – Speaker/host thank you, postage, handouts - \$200

Registration Fee: \$10

Budget - \$1500

Grazing Field Day

Date: Saturday, October 11th 9-12

RSVP by Oct 3

Location: Matt Bonar Farm, Girty's Point, West Liberty, WV

Speaker – Amanda Grev, University of Maryland Extension; Walter Veselka, Drone

Assist Services

Topic – Rotational Grazing: Drought Resiliency, Drone Spraying/Seeding

Expenses:

Porta Jon - \$150

Lunch - \$9 sandwich, chips, cookie (Chambers Store, Bethany)

Drinks

Misc – Speaker/host thank you, postage, handouts - \$200

Registration Fee: \$10

Budget - \$750

GLCI Grant - \$3,000 possible for speaker fees, building rental, handouts, porta jons, etc.

Rain Barrel Workshop

August 14th

Budget - \$1000

Compost Bin Workshop

September 5th

Budget - \$1000

Bee Day

To be determined

Budget - \$1000

Jim Anderson made a motion to spend up to \$750.00 on the Forestry Field Day. Seconded by David McCardle. Motion passed.

David McCardle made a motion to spend up to \$1,500.00 on the Grazing Dinner Meeting. Seconded by Chuck Glenn. Motion passed.

Jim Anderson made a motion to spend up to \$750.00 on the Grazing Field Day. Seconded by Amy Wade. Motion passed.

Jim Anderson made a motion to spend up to \$1,000.00 on the Rain Barrel Workshop. Seconded by Amy Wade. Motion passed.

Jim Anderson made a motion to spend up to \$1,000.00 on the Compost Bin Workshop. Seconded by David McCardle. Motion passed.

Amy Wade made a motion to spend up to \$1,000.00 on Bee Day. Seconded by Steve Paull. Motion passed.

Old Business

- Wheeling Creek 25 O&M Agreement – No updates
- Upper Grave Creek #7, #8, & #9 – ACNR Mining
 - The NPCD supervisors, Judith Lyons, Gene Saurborn, Bob Shusko – D’Appolonia Engineer, and Andy Deichert – NRCS Engineer, visited the UGC site this morning prior to this meeting. Bob Shusko said he is happy with how the monitoring equipment is working. Andy Deichert felt the district is appropriately represented and commended them on the action taken to this point. He said NRCS will continue to work with the district and support watershed projects.
- Tygarts Valley CD Lawsuit – No update
- WVCA USDA Service Center Lease – No update
- USDA Service Center Property Survey – No update

New Business

- Host Western Area Meeting
 - **David McCardle made a motion to host and provide refreshments for the September 22 Western Area meeting at the NPCD office. Seconded by Jim Anderson. Motion passed.**
- Augusta Levy Partnership
 - **Jim Anderson made a motion to partner with Augusta Levy for educational programs for their students. Seconded by Chuck Glenn. Motion passed.**
- NPCD Crew
 - **Jim Anderson made a motion to advertise for a work crew on Facebook and in the NPCD newsletter. Seconded by Robert Luchetti, Jr. Motion passed.**

- 2025 – 2026 Committee Appointments
 - Mark Fitzsimmons appointed the 2025-2026 Committees. The report is attached to the minutes.

- Northern Area Farm Tour Schedule

- Don Whetzel provided the farm tour schedule

2025 WV Conservation Farm Tour – North Area - July 22nd – July 24th

Tuesday – July 22nd (EPCD & PVCD)

8:30am - Meet at WVCA Inwood Office – 145 Pilgrim Street, Inwood, WV

8:45am – Depart for Brown’s Farm – 494 Harry Shirley Road, Kearneysville, WV

9:00am – 10:00am – Tour of Brown’s Farm

10:15am – 11:00am – Travel to Spring Grove Farm – 2497 Smith Road, Charles Town, WV

11:00am – 12:00pm – Tour of Spring Grove Farm

12:15pm – 3:00pm – Lunch / Travel to Yankey Farm – 229 Hillside Drive, Mathias, WV

3:00pm – 4:00pm – Tour of Yankey Farm

4:15pm – Travel to Hotel (South Branch Inn – Moorefield - recommended)

Wednesday – July 23rd (PVCD & WFCD & NPCD)

8:15am – Meet at South Branch Inn – Moorefield

8:30am – Depart for Alexander Farm – 2514 Durgon Road, Petersburg, WV

9:00am – 10:00am – Tour of Alexander Farm

10:15am – 1:30pm – Lunch / Travel to Williams Farm – 248 Jake Run Road, Lost Creek, WV

1:30pm – 2:30pm – Tour of Williams Farm

2:45pm – Travel to DC Lucey Farm – 828 Rancher Drive, Cameron, WV

5:00pm – 6:00pm – Tour of DC Lucy Farms

6:15 – Travel to Hotel (Cabella Drive – Triadelphia Area – Lots of options)

Thursday – July 24th (NPCD)

8:15am – Meet at Hampton Inn & Suites (Bob Wise Drive)

8:30am – Depart for Fowler Farms – 48 Brady Lane, West Liberty, WV

9:00am – 10:00am – Tour of Fowler Farms

10:15am – Wrap Up and Head Home

- 2025 – 2026 WVACD Directors

- **Chuck Glenn made a motion to approve Mark Fitzsimmons and Jim Anderson as Directors representing the NPCD for the WVACD. Seconded by David McCardle. Motion passed.**

- Northern Panhandle Flooding Assistance

- WVACD District Support System

- The WVACD proposed a system that would enable districts to support each other when help is needed. The idea is for a district to contact the WVACD when an event happens in a district and support is needed. The WVACD will contact all other districts to coordinate support.

- Grass Seeding

- Victoria White was asked by a cooperator if the district would consider covering the cost of grass seed for flood victims in Ohio County. **Robert Luchetti, Jr. made a motion to notify the WVACD that the NPCD is requesting support from other districts for Ohio County flood victims.**

The district is requesting grass seed and mulch. Seconded by Amy Wade. Motion passed.

- UOCD Flood Assistance
 - An email was received from UOCD offering support for the Ohio County flood victims.
- FY26 O&M Agreement – Harmon Creek-City of Weirton
 - **Jim Anderson made a motion to approve the FY26 O&M agreement for Harmon Creek – City of Weirton. Seconded by David McCardle. Motion passed.**
- High Tunnel Shade Cloth and Plastic Cover Purchase
 - The high tunnel plastic needs replaced. David Shipman will check prices that include installation and report back to the board.
- Ag Enhancement
 - The AgEP is on hold due to the flooding in Ohio County. The WVCA Conservation Specialist for the NPCD is working flood duty.

Correspondence - None

Supervisor Reports

- Mark Fitzsimmons reported the following:
 - The SCC approved RC&D funding. Paperwork is needed.
 - The WVCAC will ask the RC&D to have a video of educational programs.
 - Betsy Frohnafel talked to Mark about issues with Turkey Run.

NEXT MEETING

The next board meeting will be held on **Thursday, August 14, 2025, at 10:00 a.m.**, at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 2:50 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson

Northern Panhandle Conservation District 2025-2026 Committees

Equipment Committee (Rental Program)

David McCardle – Chairman
Chuck Glenn
Steve Paull
Robert Luchetti, Jr.
Victoria White

Grassland Committee

Jim Anderson - Chairman
Chuck Glenn
Jessica Otte
Katie Fitzsimmons
David Shipman

Building Committee

Steve Paull – Chairman
Amy Wade
Veronica Gibson

Education, Awards, Legislative & Outreach Committee

All NPCD Supervisors
Partners
Staff

Budget & Finance Committee

Chuck Glenn – Chairman
Eric Freeland
Amy Wade
Veronica Gibson

Agricultural Enhancement Committee

All NPCD Supervisors
Partners
Staff

Operation & Maintenance (Dams) Committee

Amy Wade – Chairman
Jim Anderson
Robert Luchetti, Jr.
David McCardle

Safety Committee

Eric Freeland – Chairman
Steve Paull
Chuck Glenn
Robert Luchetti, Jr.

High Tunnel & Garden Committee

David Shipman – Chairman
Partners
Staff

Personnel Committee

Robert Luchetti, Jr. – Chairman
Jim Anderson
David McCardle

Bee Committee

Victoria White
David Shipman
Amy Wade

***Board Chairman sets on all committees**