

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS' MEETING  
**August 14, 2025**  
**10:00 a.m.**

**Supervisors Present**

Jim Anderson, Hancock County – Vice-Chairman  
Chuck Glenn, Hancock County – Treasurer  
Steve Paull, Brooke County via Teams  
Eric Freeland, 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  
Judith Lyons, Executive Director, WVCA via Teams  
Gene Saurborn, Director of Field Operations, WVCA via Teams  
Don Whetzel, District Operations Manager, WVCA  
Devon Kokoska, Watershed Manager, WVCA  
Jessica Otte, Watershed Technician, WVCA  
Bill Armstrong, Watershed Technician, WVCA  
Victoria White, District Administrator, NPCD  
Abby Clegg, Soil Tester, NPCD  
Heather Duncan, Executive Director, WVACD via Teams  
Katie Fitzsimmons, District Conservationist, NRCS  
David Shipman, Soil Conservationist, NRCS  
Rebecca Moore, County Executive Director, FSA  
Brent Lyons, Forester, WVDOF  
Bob Straub, CPA, Hartley & Straub  
Paul McGee, Regional Engineering Manager, ACNR  
Anna Cermak, Project Engineer, ACNR  
Neil Fowkes, Regional Land Manager, ACNR

Chairman Mark Fitzsimmons called the meeting to order on August 14, 2025, at 10:00 a.m. at the USDA Service Center, McMechen.

**Pledge of Allegiance** – The pledge of allegiance was recited.

**Minutes**

- **David McCardle made a motion to approve the July 2025 board meeting minutes and the July 18, 2025, special meeting minutes as presented. Seconded by Amy Wade. Motion passed.**

**Financial Report**

- Bob Straub reviewed the July 2025 NPCD funds.
- Chuck Glenn reviewed the July 2025 co-administered funds.  
**Jim Anderson made a motion to file the July NPCD and co-administered funds for audit. Seconded by Chuck Glenn. Motion passed.**

## **Reports**

- District Crew (NPCD)
  - No report.
- Farm Service Agency (FSA)
  - Rebecca Moore reported on programs and that a new State Director was appointed, John Reisenweber.
- WV Division of Forestry (WVDOF) – Brent Lyons reviewed a written report.  
West Virginia Division of Forestry Activities Brooke, Hancock,  
Marshall and Ohio Counties  
August 14, 2025

This Report Covers Activities from 06/10/25 - 08/11/25

### **BROOKE COUNTY**

l&D requests. Inspected logging jobs.

### **HANCOCK COUNTY**

Maintenance on the Hillcrest RAWS. Inspected logging jobs.

### **MARSHALL COUNTY**

New Service Forester. Conducted a timber recon. Prepared for Forestry Field Day. l&D requests.

Inspected logging jobs.

### **OHIO COUNTY**

l&D requests. Checked an EQIP practice. Inspected logging jobs.

### **OTHER**

Online stewardship training. Conducted DNR Mast Surveys.

- There was a discussion regarding the spotted lantern fly.
- WV Conservation Agency (WVCA)
  - Devon Kokoska reported that UGC #7, #8, and #9 continue to be inspected daily.
  - Bill Armstrong reported on the completed flood relief work.
  - Don Whetzel reviewed a written report:

#### **August 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

### **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 30<sup>th</sup>. 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 Don or Jeremy.

## **Conservation Farm Tour**

### **Timelines:**

- **August 27 and 28** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

## **Ag Enhancement Program Timeline**

AgEp funding LORs are ready to be processed

## **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. SCC has requested a formal opinion from the AG office.

## **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)
  - Heather Duncan reported that the Community Outreach grant is back open and the NPCD is participating. The NE NACD meeting will be held in September in Syracuse, NY. West Virginia will host the NE NACD meeting in 2028 and asked if the NPCD would like to participate.
  - Heather reviewed a written report.

### **July Quarterly Meeting**

Thank you to everyone who participated in the July quarterly meeting that was held at Bridgeport Conference Center. A special thank you to Drone Assist Services for providing the afternoon break session. We also heard from the Grant Resource Center and Future Generations University.

Slides and the updated bylaws will be sent out shortly.

### **Community Outreach/Community Development Grants**

The Community Outreach Grant and the Community Development Grant are open. Please spend your designated funds by September 30<sup>th</sup>. If you have not personally spoken to Heather about your grant(s), please do so ASAP. WVACD is still working with NRCS on an extension that would make the final grant deadline September 30, 2026. Please send in your receipts as soon as you can, you do not have to wait until the end of the quarter. As a reminder, WVACD will reimburse your CD when we are reimbursed by NRCS.

### **October Quarterly Meeting**

The October quarterly meeting will be held October 22-23 at the Days Inn in Flatwoods. Please call the Days Inn hotel to make your reservation for lodging. The following room types are available under the "WVACD" room block for Wednesday, October 22: King room: \$117.95, Queen room: \$122.95, Double room: \$112.95. The room block cutoff will be October 8, 2025. Rooms are individual pay (meaning you make your room reservation and pay on your own). Room reservations can be made by calling 866-700-7284.

We are excited to host Gary Blair, NACD President for both days of our meeting.

We will have our annual scholarship auction. Please be thinking of items to bring for the live auction event. Please reach out to Mark Fitzsimmons with any questions regarding the auction.

### **Awards Due**

Please send Carroll Greene nominations to Heather before September 1<sup>st</sup>. Rookie supervisor nominations are due to Kelley Wayne by September 1<sup>st</sup>. Excellence in Communication submissions are due to Kelley Wayne by September 1<sup>st</sup>. Honorary and Member at Large nominations are due to Kelley Wayne by September 15<sup>th</sup>. The calendar and descriptions were sent to all AS' if there are any questions.

### **Magnets Available!**

WVACD has wooden magnets for sale! They are made right here in St. Albans! They are available for \$5 each. Please reach out to Julie Simmons or Heather Duncan if you are interested in purchasing one. We will have them available at the October quarterly meeting for sale. The proceeds will go to further our mission and goals. A picture has been sent to AS' and also included in the quarterly newsletter.

### **Quarterly Newsletter**

The July quarterly newsletter has been distributed. Please make sure to check your spam settings to ensure that you are receiving the newsletter and other important messaging from WVACD. Copies of the newsletter can also be found on the WVACD website.

### **Sustainable Management in Agriculture using Regenerative Techniques Grant (SMART Farms WV Grant)**

This grant is through NASDA and is available to non-Chesapeake Bay draining counties to establish native warm season grasses into pastures and log landing sites focusing on Historically Underserved producers. This grant is a partnership with WVCA, WVACD, and WVDOF. This is a great grant to reach out to someone who is not currently a cooperater with the district to help get their foot in the door. Please contact myself or Dylan Johnson, WVCA, for more information.

### **Grazing Lands Conservation Initiative (GLCI)**

This grant is housed by WVCA with funding coming from NRCS. This is to develop conservation district field days, create learning stations, and hold virtual pasture walk. \$3,000 is available to conservation districts to host a workshop on grazing and soil health topics. Conservation districts may combine funding and workshops to host a larger scale event. \$400 is available for a learning station at the conservation district office.

### **Grasslands Committee**

If you are interested in becoming involved with the Grasslands Committee, please let Heather know. The committee would like to see 1-2 supervisor members from each conservation district represented. Currently, the committee meets quarterly at the WVACD office and a virtual option is available as well. Please contact Heather or committee chair, Jim Anderson for more information.

### **WVACD Communication and Outreach Employees**

Please do not forget to contact Julie Simmons ([wvacdoutreach2@wvacd.onmicrosoft.com](mailto:wvacdoutreach2@wvacd.onmicrosoft.com)) and Vanta Coda ([wvacdoutreach@wvacd.onmicrosoft.com](mailto:wvacdoutreach@wvacd.onmicrosoft.com)) for your outreach needs. Rather than developing printed or online materials, assisting with outreach events, or coming up with ideas to reach new producers or CSP outreach, they are here to help!

### **Membership and Educational Needs**

If you would like to discuss your membership needs, please do not hesitate to reach out to me. Also, please let me know what other continuing education and training you need to be a better supervisor and/or director. I especially want to hear what type of training, educational events, and the format you would like to see at quarterly meetings. We've had in depth and updates at various quarterly meetings, but I'm still hearing there are questions and confusion even with offering various topics of concern.

### **State Fair Signups**

Please contact your AS to sign up for a timeslot at the WV State Fair. This is an important outreach opportunity for WVACD and to promote not only your CD, but other CDs across the state. Please contact committee chair, Clyde Bailey (CCD) with any questions/information.

### **Upcoming Dates**

August 7-16, 2025: WV State Fair

September 1, 2025: Rookie Supervisor, Excellence in Communication nominations due to Kelly Wayne. Carroll Greene nominations due to Heather Duncan

September 15, 2025: Honorary and Member at Large nominations due to Kelly Wayne

- Natural Resource Conservation Service (NRCS)
  - Katie Fitzsimmons reviewed a written report.

### **August 2025**

#### **NRCS Report: Northern Panhandle Conservation District**

##### **Trainings/Upcoming Events/Outreach**

August 26<sup>th</sup> – JED Training – Bruceton Mills, Topic - Maple

September 18<sup>th</sup> & 19<sup>th</sup> – Marshall County Hands on Ag Day

September 27<sup>th</sup> – Forestry Field Day

October 3<sup>rd</sup> – Ohio County Hands on Ag Day

October 10<sup>th</sup> – Grazing Dinner Meeting

October 11<sup>th</sup> – Grazing Field Day

##### **Programs**

FY 2026 EQIP/AMA/CSP

Sign Up Ends August 29<sup>th</sup>

##### **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!

August 21<sup>st</sup>

September 18<sup>th</sup> – conflicts with Hands on Ag Day

- Wheeling Creek Watershed Commission (WCWC)
  - The WCWC is requesting an update on the TVCD lawsuit.
  - Mark Fitzsimmons appointed a committee to update the board next month on the status of PA dam funds. The committee is Veronica Gibson, Jim Anderson, Robert Luchetti, Jr., and Bob Straub.
  
- Administrative Specialist (WVCA)
  - Veronica Gibson reported the following:
    - A check was received from the WCWC to support Ohio County flood victims. The WCWC requested that the funds be used to purchase grass seeds. Veronica asked what account to deposit the check to. It was decided to deposit it to the NPCD general fund.
    - Harry Aston came into Veronica’s office last week asking many questions about WVCA employees, NPCD employees, the Upper Grave Creek dams, and general maintenance for the NPCD property. He said he would come back in a couple of weeks to check in. Veronica again voiced her desire not to have any contact with him. Mark Fitzsimmons said he would contact Harry to let him know that there is no reason for him to come to the NPCD office.
    - The FY25 RFQ’s for AUP have been mailed.
  
- District Administrator (NPCD)
  - Victoria White reviewed a written report.

NPCD District Administrator

August Updates:

**General Updates:**

If you have items that need added to Facebook or website, please email with necessary information

August schedule is now available for all supervisors

**Events:**

- Rain Barrel Workshop – Thurs. Aug. 14th @ NPCD Office
- Youth Beekeeping Classes – Sun. Aug. 17th @ NPCD Office
- Pollinator Field Day – Sat. Aug. 23rd @ NPCD Office
- Compost Barrel Workshop – Fri. Sept. 5th @ NPCD Office
- Marshall Co. HOA Day – Thurs. Sept. 18th & Fri. Sept. 19th — **Soil Trailer secured**
- Forestry Field Day – Sat. Sept. 27th
- OCCF – Fri. Oct. 3rd - Sun. Oct. 5th — **NPCD will have 20x20 tent next to Soil Trailer for display**
- Dinner Meeting – Fri. Oct. 10th
- Field Day – Sat. Oct. 11th

**Grants:**

Name	Amount	Progress
The Bee Cause Grant 2025	\$1,500	Awarded
Renewal Bee Grant 2026	\$500	Opens September 1st, 2025
WVACD Community Outreach Grant	\$8,166	Awarded
GLCI Pasture Walk (Grazing Field Day)	\$3,000	Reimbursement from WVCA for Grazing Field Day
Northern Panhandle RC&D (Educational Material)	\$500	Awarded

Friends of NACD District Grant Program	\$1,500	Opens Fall 2025 for FY26
NACD Technical Assistance Grant	\$25,000 - \$50,000	Opens September 2025
WV Beekeepers Association Grant	\$1,000	Due December 1st, 2025
FirstEnergy Foundation		In Review
Ohio Valley Jaycees Charitable Fund`		Not Awarded
ak Foundation		Not Awarded
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

- David McCardle thanked Victoria for everything she does for the NPCD.
- The Soil Trailer needs picked up on September 17 in New Martinsville and again on October 2. It must be hauled by the NPCD truck. There was a discussion to arrange pick up.
- Soil Tester
  - Abby Clegg's last day is August 15.
  - Abby reviewed a written report.

Farmer	County	Acres	Date Sampled	Forage Sample (Y/N)
Mike White	Hancock	29.5	4/24/2025	Y (7/24/2025)
Brett Lemley	Hancock	27.1	4/24/2025	N
Richard Gibson	Hancock	19.1	4/24/2025	N
Lewis Hopkins	Ohio	193.5	4/23/2025 & 4/28/2025	N
Blanche Rybeck	Ohio	25.14	4/29/2025	N
Kenneth Fowler	Ohio	1.5	4/29/2025	N
Dave Henderson	Ohio	21.6	5/5/2025	N
Eric Blend	Ohio	4	5/5/2025	N
Mike Crow	Marshall	18.1	5/6/2025	N
Sham Gaffor	Marshall	0.5	5/6/2025	N
Chad Lamp	Hancock	36	5/8/2025	N
James Tully	Ohio	4.5	5/14/2025	N
Rebecca Scott	Ohio	0.5	5/15/2025	N
Alvin Schafer	Ohio	1	5/19/2025	N
William Witherow	Hancock	30	5/20/2025	N
Suzan Smith	Ohio	58.1	5/23/2025	N
Bennie Parr	Hancock	28.9	5/29/2025	N

Lisa White	Ohio	17.15	6/2/2025	N
Mark Chambers	Marshall	8.8	6/2/2025 & 7/14/2025	N
Rick Otte	Marshall	57.6	6/10/2025	N
Nick Frankovich	Hancock	96.85	6/11/2025	N
William Kidd	Marshall	5.8	6/30/2025	N
Chuck Glenn	Hancock	37.4	7/9/2025	Y (7/9/2025)
Jeff Allen	Marshall	172.1	7/11/2025	N
John W Miller	Marshall	135.46	7/15/2025	N
Seth Craig	Ohio	82.27	7/17/2025	N
Brett Lemley	Hancock	13.54	7/21/2025	N
Carolyn Harris	Marshall	60	7/23/2025	N
Jeremy Bowen	Marshall	45.68	7/28/2025	N
Keith Heironimous	Marshall	49.6	7/31/2025	N
Dan Lucey	Marshall	161.8	8/1/2025	Y (8/1/2025)
Phillip Kittle	Marshall	<i>Forage Only</i>	8/12/2025	Y(8/12/2025)
Edwin Miller	Marshall	<i>Forage Only</i>	8/12/2025	Y (8/12/2025)
Fred Dague	Marshall	35	8/12/2025	Y (8/12/2025)
Mark Fitzsimmons	Marshall	92.66	8/13/2025	N
	<b>Total Acres:</b>	<b>1570.75</b>		

- Visitors - None
- Committee Reports
  - Equipment
    - Victoria White provided a rental report.
    - David McCardle reported that the no-till drill has been repaired and is ready to be rented.
    - There was a discussion regarding a past due invoice for Paul Seidewitz, and the amount of time Tim Ryan has had a lime spreader without a signed lease agreement.
  - O&M
    - Robert Luchetti, Jr., reported that Bridgeport Equipment is waiting on a part to repair the Ventrac.

**Old Business**

- Wheeling Creek 25 O&M Agreement – No update (remove from old business)
- Upper Grave Creek #7, #8, & #9 – ACNR Mining – No update
- Tygarts Valley CD Lawsuit
  - There are no updates. It was decided to seek new legal counsel. Robert Luchetti, Jr., will pursue this.
- WVCA USDA Service Center Lease – No update

- Replace Plastic on High Tunnel
  - **Jim Anderson made a motion to accept the quote from Yoder's Produce in the amount of \$1,297.40 for the cost of materials and installation to replace the plastic on the high tunnel. Seconded by Amy Wade. Motion passed.**

### New Business

- Discussion and Consideration of Marshall County Coal Request to Modify COA
  - Paull McGee said he is attending the meeting to provide any information and to answer any questions.
  - **Amy Wade made a motion to accept the request to modify the slip line on #7 similar to the way the slip line for #9. Seconded by David McCardle. Motion passed.**
  - **David McCardle made a motion to allow modification for #8 as presented by ACNR. No second. Discussion. David McCardle withdrew his motion.**
  - **Amy Wade made a motion to table ACNR request to modify the COA pertaining to #8. Seconded by David McCardle. Motion passed.**
  - Judith Lyons said Gene Saurborn will review the NPCD engineers' response to requested modifications by ACNR.
  - **Amy Wade made a motion to reject ACNR request for modification to the COA. Seconded by Robert Luchetti, Jr. Motion passed.**
  
- NPCD Partnership Agreements
  - The NPCD has previously agreed to partner with groups for educational programs to be held at the district office. Victoria White will work on an agreement and present it to the board.
  
- FY26 O&M
  - Devon Kokoska asked the board to consider bidding out the mowing for Wheeling Creek, Harmon Creek, and the third mowing for Upper Grave Creek #7, #8, and #9. **Amy Wade made a motion to request the WVCA to bid out mowing for Wheeling Creek, Harmon Creek, and the third mowing for Upper Grave Creek #7, #8, and #9. Seconded by Robert Luchetti, Jr. Motion passed.**
  
- NPCD Crew
  - Robert Luchetti, Jr. reported that he has reached out 4 or 5 times to the new crew leader that was hired. He has not responded. Robert spoke to the other crew member that was hired. He wants to work but it is district policy to not allow the crew to work alone. It was decided to allow the WVCA to bid out the mowing of the dams.
  
- Invoice Approval for O&M UGC Second Mowing – Cut & Clear Solutions LLC
  - UGC #7 - \$1,100.00
  - UGC #8 - \$1,000.00
  - UGC #9 - \$1,100.00
  - **Chuck Glenn made a motion to approve and pay the invoices from Cut & Clear Solutions LLC for second mowing of UGC #7, #8, and #9 as presented for payment. Seconded by Amy Wade. Motion passed.**

- Installation of Fence for Rental Equipment
  - There was a discussion regarding the installation of a fence to store the rental equipment. Installing pin locks on the equipment was also discussed. A decision was not made.
- FY26 O&M Agreement – Upper Grave Creek – City of Cameron
  - **David McCardle made a motion to approve the FY26 O&M agreement with the City of Cameron as presented. Seconded by Amy Wade. Motion passed.**
- NWC National Meeting Attendance – Amy Wade
  - **Jim Anderson made a motion to spend up to \$1,400.00 for Amy Wade to attend the NWC National Meeting and to seek other funding. Seconded by David McCardle. Motion passed.**
- WV Watershed Symposium Sponsorship
  - **Amy Wade made a motion to sponsor the WV Watershed Symposium with a \$100.00 donation. Seconded by Chuck Glenn. Motion passed.**
- Consideration of Cooperator Agreement Termination
  - It was decided to move this agenda item to the end of the meeting.
  - **At 1:05 pm, Robert Luchetti, Jr. made a motion to enter an executive session. Seconded by Jim Anderson. Motion passed.** The executive session was over at 1:45 pm. **Jim Anderson made a motion to send a termination notice to Rich Link because of his conduct. Seconded by Robert Luchetti, Jr. Motion passed. All in favor.**
- State Farm Judging – August 27
  - Expenses – **Jim Anderson made a motion to spend up to \$500.00 for the state farm judging expenses. Seconded by Chuck Glenn. Motion passed.**
- NPCD Annual Banquet
  - It was decided to look for available venues for the NPCD annual banquet to be held one evening on the week of November 3 to the 7.
- Letters of Request
  - \$3,000.00 – GLCI District Participation
  - \$17,575.00 – FY26 Allocation for NP RC&D
  - \$31,800.00 – FY26 Ag Enhancement Allotment
  - \$58,045.00 – FY 26 O&M Allocation
    - \$3,055.00 – Middle Grave
    - \$21,385.00 – Harmon Creek
    - \$21,385.00 – Upper Grave Creek
    - \$12,220.00 – Wheeling Creek

**Jim Anderson made a motion to sign and submit the Letters of Request listed above. Seconded by David McCardle. Motion passed.**

- Conservation Agreement
  - Gary & Joyce Robinson/Hancock County/1.5 acres  
**Amy Wade made a motion to accept G. & J. Robinson as new cooperators. Seconded by David McCardle. Motion passed.**
- Ag Enhancement
  - Jessica Otte gave an update on the status of the FY26 applications.

**Correspondence**

- Amy Wade, Secretary, reviewed the following correspondence: (1) Thank you post cards from campers supported by the NPCD for Conservation Camp. (2) A letter from the Ohio County Country Fair accepting the NPCD request for space at the fair.

**Supervisor Reports**

- Jim Anderson reported the following:
  - Jim was asked by teachers in Hancock County about having a Hands-on Ag Day in their county. Jim will invite them to the Hands-on Ag Day in Marshall County so they can see it in person.
- David McCardle reported the following:
  - Two cooperators’ children did well at the WV State Fair.
  - A Marshall County cooperator passed away in an ATV accident.
- Steve Paull reported the following:
  - He found 3 buffaloes with his cows.

**NEXT MEETING**

The next board meeting will be held on **Thursday, September 11, 2025, at 10:00 a.m.**, at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 1:50 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Veronica Gibson**