

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
October 9, 2025
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

Supervisor Absent

Eric Freeland, Brooke County

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Don Whetzel, District Operations Manager, WVCA via Teams
Devon Kokoska, Watershed Manager, WVCA
Jessica Otte, Watershed Technician, WVCA
Victoria White, District Administrator, NPCD
Abby Clegg, Soil Tester, NPCD
Brent Lyons, Forester, WVDOP
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on October 9, 2025, at 10:00 a.m. at the USDA Service Center in McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **David McCardle made a motion to accept the September 2025 board meeting minutes with a correction to Devon Kokoska's report to be stated, per Amy Wade, as "Per ACNR, they (ACNR) are waiting for written confirmation from the NPCD to slip line #7". Seconded by Jim Anderson. Motion passed.**

Financial Report

- Bob Straub reviewed the September 2025 NPCD funds. All back rent from the USDA has been received.
- Chuck Glenn reviewed the September 2025 Co-Administered funds.
Robert Luchetti, Jr. made a motion to file the September NPCD and Co-Administered funds for audit. Seconded by David McCardle. Motion passed.

Reports

- Farm Service Agency (FSA) – No report

- WV Division of Forestry (WVDof) – Brent Lyons reviewed a written report. West Virginia Division of Forestry Activities Brooke, Hancock, Marshall and Ohio Counties October 9, 2025
This Report Covers Activities from 09/09/25 - 10/06/25

BROOKE COUNTY

Fire Season contacts. VFD contact. Inspected logging jobs.

HANCOCK COUNTY

Fire Season contacts. Maintenance on Hillcrest RAWs. Tomlinson Run Smokey Bear sign. Inspected logging jobs.

MARSHALL COUNTY

Fire Season contacts. Forestry Field Day. Assisted w/Hands On Ag Days. Inspected logging jobs.

OHIO COUNTY

Manned display @ Oglebayfest. Inspected logging jobs.

OTHER

NRCS/DOF training. BMP training. Fall Coloration Reports

- WV Conservation Agency (WVCA)
 - Devon Kokoska reported that Anderson Excavating has completed mowing on all sites except for Wheeling Creek #3 and #7. Anderson Excavating thinks he will be done with all mowing by the end of the week. Cut & Clear Solutions needs to complete Harmon Creek #2, #3, and #4. Bill Armstrong has started the civil engineer technician position on 10/6.
 - Don Whetzel reported that districts are to use funds provided by the WVDA for the Exigency Program. All districts are to offer all practices as proposed by the WVDA. Don reviewed a written report.

October 2025 WVCA Report

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 Don or Jeremy.

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

- ❖ **December 2025** - State AgEP committee meeting to finalize upcoming FY program.
- ❖ **January 2026** - Presentation of upcoming FY AgEP to SCC
- ❖ **May/June/July 2026** - CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs

❖ **June 15, 2026** - Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice)

SB 941

WVCA has received correspondence regarding the bill. CDs should continue regular operation and maintenance work. The bill doesn't change anything except that agreements need to be approved by DEP. Ask your District Operations Manager if you have questions on what agreements need submitted.

October Quarterly Meeting – October 22-23 in Flatwoods

- WV Association of Conservation Districts (WVACD) – A written report was reviewed.
October 2025 Board Report from Heather Duncan, WVACD Executive Director
October Quarterly Meeting
The October Quarterly Meeting and Awards and Recognition Luncheon will be held on October 22-23 at the Days Inn Flatwoods. We are excited to also host NACD President Gary Blair.

Please make your luncheon reservations with your AS. Your room reservations can be made by calling the hotel at (304) 765-5055 by October 8th. Mention "WVACD" for your room block rate.

Do not forget about the live scholarship auction which benefits the WVACD and Auxiliary scholarships. The WV Chapter of the Soil and Water Conservation Society will also have their silent auction. Please bring items for that if you wish as well.

Community Outreach/Community Development Grants

The Community Outreach Grant and the Community Development Grant are due September 30, 2025. Absolutely not receipts dated after that date will be accepted. The final reporting deadline is October 15th. Absolutely no reports will be accepted after that date.

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.

NACD TA Grant Open

The NACD TA Grant portal is open until November 6th. If your conservation district would be interested in having an employee to assist with conservation delivery, please reach out to Heather.

More information about the grant can be found here: <https://www.nacdnet.org/wp-content/uploads/2025/09/TA2025- RFP-Final-pdf.pdf>

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 WVDOP. This is a great grant to reach out to someone who is not currently a cooperator 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) and Vanta Coda (wvacdoutreach@wvacd.onmicrosoft.com) for your outreach needs. Rather it's 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.

Upcoming Dates

October 1, 2025: Envirothon Committee Meeting at Camp Caesar, 10 am
October 3, 2025: Central Area Meeting at Guyan CD Office, 10 am
October 6-9, 2025: Heather attending ACED Conference in Sheridan, WY
October 15, 2025: Grasslands Contest Training at Linda Browns
October 16, 2025: AGC Committee at MCD, 10 am
October 22-23, 2025: WVACD Quarterly Meeting and Awards Luncheon, Days Inn, Flatwoods
October 31-November 1, 2025: Women in Agriculture Conference

- Natural Resource Conservation Service (NRCS) – No report
- Wheeling Creek Watershed Commission (WCWC)
 - Next meeting is October 16.
- Administrative Specialist (WVCA) – Veronica Gibson reported the following.
 - Veronica will be off October 10.
 - Mailed out second notices for request for signed AgEP contracts. The last day to submit signed contracts is October 17.
 - Sent FY25 AUP transactions to the selected accountant. Have not received a message back to schedule the AUP.
 - The Century Farm sign has not been corrected. Seneca Designs will call when the sign is ready.
 - Due to the government shutdown, the front door to the building is locked. There is a notice on the door to ring the bell for the district.
- District Administrator (NPCD) – Victoria White reported the following.
 - The first reimbursement for the WVACD grant has been mailed to the district.
 - Victoria has accepted a job with the WV Farmers Market Association. She would like to continue to work for the district 1 to 2 days per week. **David McCardle made a motion to adjust Victoria White's schedule to 1 to 2 days per week. Seconded by Amy Wade. Motion passed.**
 - Victoria reviewed a written report.

NPCD District Administrator

October Updates:

General Updates:

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

October schedule is now available for all supervisors

Yoder's coming week of October 13th to replace High Tunnel plastic

Events:

Forestry Field Day – Sat. Sept. 27th – **11 people attended**

Ohio County Hands-On Ag Day - Friday, Oct. 3rd — **125 fifth grade students from Ohio County Schools attended**

OCCF – Fri. Oct. 3rd - Sun. Oct. 5th — **Had soil trailer, table display, and compost barrel raffle**

Dinner Meeting – Fri. Oct. 10th – **Canceled**

Grazing Field Day – Sat. Oct. 11th – **Canceled**

Public Market Harvest Festival - Saturday, October 25th - **Tabling for outreach**

NPCD Annual Banquet - Wednesday, November 5th @ Generations Restaurant and Pub @ 5:30 PM

Grants:

Name	Amount	Progress
WVACD Community Outreach Grant	\$8,166	All receipts, invoices, and reporting have been turned in. \$24.24 was left out of \$8,166.
Northern Panhandle RC&D (Educational Material)	\$500	Awarded Will receive Thursday, October 9th
GLCI Pasture Walk (Grazing Field Day)	\$3,000	Reimbursement from WVCA for rescheduled Grazing Field Day
Helen J. Prince Foundation	\$20,000	Applied for education money Decision made October 6th, 2025
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
Anderson-Rogers Foundation		In Review
AEP Foundation		In Review

- Soil Tester – Abby Clegg reported the following.
 - Helped with Marshall County and Ohio County Hands on Ag Day.
 - Has forage test and soil test scheduled.
 - There was a discussion about keeping Abby employed as a multipurpose employee for a maximum of 32 hours per week.
 - 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 Heironymous	Marshall	49.6	7/31/2025	N
Dan Lucey	Marshall	161.8	8/1/2025	Y (8/1/2025)
Phillip Kittle	Marshall	Forage Only	8/12/2025	Y(8/12/2025)
Edwin Miller	Marshall	Forage Only	8/12/2025	Y (8/12/2025)
Fred Dague	Marshall	47.8	8/12/2025	Y (8/12/2025)
Mark Fitzsimmons	Marshall	8	8/13/2025	N
Greg Knight	Marshall	Forage Only	8/14/2025	Y (8/14 & 9/12/2025)
Zach Powell	Hancock	56.8	8/25/2025	N
Nikki Stevens	Marshall	11	9/2/2025	N
Jim Anderson	Hancock	32.8	9/8/2025	N
Sam Fankhouser	Marshall	20.6	9/9/2025	Y (8/15/2025)
Jim Allison	Hancock	97.2	9/10/2025	Y (8/21/2025)
Gary Morris	Marshall	21.02	9/11/2025	N
Randy Chaplin	Marshall	32.4	9/22/2025	N
Mike Davis	Marshall	14.5	9/26/2025	N
Thurman Speece	Brooke	35.2	9/30/2025	N
Johnathan Duggan	Ohio	11.6	10/1/2025	N
Brandi Alderman	Ohio	43.36	10/2/2025	N
	Total Acres:	1875.37		
	10/6/2025			

- Visitors - None
- Committee Reports
 - Equipment Committee
 - David McCardle reported that the part for the broken sprayer has come in and it needs repaired. Jim Anderson said he will repair it and bring it back to the office next Thursday.
 - Victoria White provided a written equipment rental report. Victoria also said there were a few people asking if the district has a woodchipper to rent. It was discussed and decided that it would be too much of a liability.
 - Building Committee
 - Jim Anderson installed the new NPCD sign at the entrance of the property. The old sign will be stored in the garage.
 - O&M Committee
 - Amy Wade reported she went to Upper Grave Creek to check on the mowing. All Upper Grave Creek is completed. She will check on Wolf Run next week. All the trees at Turkey Run have been removed.
 - High Tunnel Committee
 - Yoder's is coming on October 16 to replace the plastic on the high tunnel.
 - Grassland Committee
 - Jim Anderson said there is a meeting tomorrow. The training scheduled for October 15 has been canceled.
 - AgEP Committee
 - Mark Fitzsimmons attended the state AgEP committee meeting.
 - Devon Kokoska reported that it was discussed at the state AgEP meeting to change the allocation again.

Old Business

- Upper Grave Creek #7, #8, & #9 – ACNR Mining
 - Devon Kokoska reported that he has not received the video of the inspection of UGC #7. The PSP #9 inspection is scheduled for the week before Thanksgiving. #9 slip line will be inspected with a camera. If it is OK, it will be pulled.
 - Mark Fitzsimmons, Robert Luchetti, Jr., and Jim Anderson attended a meeting on October 8 along with Bob Shusko, D'Appolonia Engineer, Judith Lyons, Gene Saurborn, and other WVCA staff. The NPCD attorney was invited but did not attend. Robert Luchetti, Jr. gave a report on the meeting. Amy Wade stated that all NPCD supervisors should be invited to all meetings that pertain to the mining of the Upper Grave Creek dams.
- Tygarts Valley CD Lawsuit
 - Robert Luchetti, Jr. spoke to Bowles Rice about representing the NPCD. Their office is checking to make sure there is no conflict and will get back to him by next week. He contacted the current attorney. That attorney said the NPCD does not owe any money to him and that he has a file he can provide for what he has completed.
- USDA Service Center Property Survey
 - Amy Wade spoke to Mike Price, Marshall County Schools Facilities Director. Mr. Price believes they have a right of way at the end of our property. Amy rented a metal detector to use to find the survey pins on the property.

- PA Dam Funds
 - The WVCA provided the whole balance of the PA Dam funds to the NPCD. An account will need to be opened for only the PA dam funds for O&M. **Robert Luchetti, Jr., made a motion to open a checking account at Community Bank to deposit the PA dam funds. The title of the account will be Northern Panhandle Conservation District – PA Dams Operation & Maintenance. Signers on the account will be Chuck Glenn, Jim (Kenneth) Anderson, Eric Freeland, Steve Paull, Amy Wade, Robert Luchetti, Jr., Mark Fitzsimmons, and David McCardle. Seconded by Amy Wade. Motion passed.** Robert will contact the bank to open the account and seek an account with the best interest.
- NPCD Annual Banquet
 - Victoria White mailed invitations yesterday for the NPCD banquet. It was decided to invite education contest students, their teachers, and new cooperators.
- Complete Waterline/Hydrant Installation in Garden
 - Robert Luchetti, Jr., will contact a person he knows that may be interested in completing the new hydrant installation.
- Sale of NPCD Trailer
 - One offer was received for the NPCD trailer. **Jim Anderson made a motion to accept the offer of \$777 from Mark Myers for the NPCD trailer. The trailer is sold as is. Seconded by Chuck Glenn. Motion passed.** There was a discussion regarding title work. The NPCD does not have the title. The DMV will be contacted to have a new title issued.

New Business

- WVCA Lease Renewal SCC-011
 - An email was received from the WV Real Estate Division notifying the NPCD that the current lease is set to expire in the next few months and that the WVCA would like to renew the lease for another five-year term and wanted to know the district's thoughts on renewal. **Robert Luchetti, Jr., made a motion to reply to the email that the NPCD would like to renew the lease with the WVCA. Seconded by Jim Anderson. Motion passed.**
- State Solid Waste Authority Meeting – Chuck Glenn – Per Diem
 - **Jim Anderson made a motion for the NPCD to pay for 3 days per diem for Chuck Glenn to attend the State Solid Waste Authority meeting. Seconded by Amy Wade. Motion passed.**
- Ohio County Solid Waste Authority Compost Barrel Donation
 - **Amy Wade made a motion to donate a compost barrel to the Ohio County Solid Waste Authority (with the NPCD name on it) for a pilot program for recycling and composting in schools. Seconded by Chuck Glenn. Motion passed.**

- Ohio County Solid Waste Authority Use of NPCD trailer for Christmas Parade
 - **Jim Anderson made a motion to allow the Ohio County Solid Waste Authority to use the NPCD 20-foot trailer for the Wheeling Christmas parade with advertisement for the NPCD included on the trailer. Seconded by Chuck Glenn. Motion passed.**
- Hilltop Elementary School Pumpkin Science Experiment
 - Mark Fitzsimmons proposed an educational experiment for first grade children at Hilltop Elementary. He would like to ask Black's Nursery to sponsor the program by allowing the NPCD to purchase the pumpkins at half price. The children would weigh and measure the pumpkins, count the seeds and put them in a cup to germinate. It was discussed that the \$500 grant funds received for NP RC&D could be used for this. Mark needs to talk with the school and the nursery.
- Grazing Field Day Canceled/Postponed
 - The Grazing Field Day and dinner have been canceled due to lack of interest and the government shutdown and may be promoted again next year.
- GLCI Learning Station Placement in Office
 - The GLCI is providing \$400 to develop a learning station for farmers to be able to view in the district. Victoria White asked where the district would like to put this. **Amy Wade made a motion to set up the GLCI learning station in the front entrance of the building. Seconded by David McCardle. Motion passed.**
- Project Learning Tree with WV Division of Forestry
 - Victoria White proposed that the NPCD partner with Division of Forestry to promote Project Learning Tree. The district agreed.
- Wheeling Park High School Donation to FFA National Convention
 - **Amy Wade made a motion to sponsor the Wheeling Park High School FFA for the FFA national convention in the amount of \$500. Seconded by Chuck Glenn. Motion passed.**
- Conservation Agreement
 - Shawn Danahey II/Marshall County/130 acres
 - Tara Barr/Marshall County
Jim Anderson made a motion to accept S. Danahey, II and R. Barr as new cooperators. Seconded by Amy Wade. Motion passed.
- Ag Enhancement
 - The NPCD is still in drought status. The application deadline for the exigency program has been extended to October 31.
 - AgEP Payment

Name	Practice	Cost Share
Suzan Smith	Heavy Use	\$857.68

Jim Anderson made a motion to approve the completed AgEP practice for S. Smith. Seconded by Amy Wade. Motion passed.

○ AgEP Exigency Application Approval

Name	Practice	Cost Share
Jeff Allen	Temporary Fence	50% up to \$500.00
Doug Allison	Livestock Water Supply Temporary Fence	50% up to \$500.00
Kenneth J Anderson	Livestock Water Supply	50% up to \$500.00
Jay Bierce	Temporary Fence	
Dacoda Boles	Livestock Water Supply Temporary Fence Revegetation of Feeding Area	50% up to \$500.00
Randy Chaplin	Livestock Water Supply Cover Drop Establishment	50% up to \$500.00
David Couto	Livestock Water Supply	50% up to \$500.00
Joseph Crow	Irrigation Water Supply Livestock Water Supply Temporary Fence Revegetation of Feeding Area Cover Crop Establishment	50% up to \$500.00
Shawn Danahey II	Livestock Water Supply Temporary Fence Revegetation of Feeding Area Cover Crop Establishment	50% up to \$500.00
Shawn Danahey	Irrigation Water Supply Livestock Water Supply Temporary Fence Revegetation of Feeding Area	50% up to \$500.00
Daniel French	Livestock Water Supply Temporary Fence Revegetation of Feeding Area Cover Crop Establishment	50% up to \$500.00
Anthony Geho	Livestock Water Supply	50% up to \$500.00
Frank Heller	Livestock Water Supply	50% up to \$500.00
Lewis Hopkins	Livestock Water Supply	50% up to \$500.00
Julie Meredith	Cover Crop Establishment	50% up to \$500.00
John L Miller	Cover Crop Establishment	50% up to \$500.00
Richard Otte	Livestock Water Supply Temporary Fence Revegetation of Feeding Area	50% up to \$500.00
Paul Seidewitz	Cover Crop Establishment	50% up to \$500.00
Carrie Shipman	Livestock Water Supply	50% up to \$500.00
Rex Strawn	Livestock Water Supply Temporary Fence	
John Tominack	Irrigation Water Supply Livestock Water Supply Temporary Fence Revegetation of Feeding Area Cover Crop Establishment	50% up to \$500.00

Amy Wade made a motion to approve all cooperators listed for the AgEP Exigency program excluding D. Boles. A cooperator agreement has not been received from D. Boles. Seconded by Steve Paull. Motion passed.

Correspondence - None

Supervisor Reports

- Jim Anderson reported that the Grassland and state RC&D meeting are both tomorrow.
- Mark Fitzsimmons reported that he worked at the soil tunnel trailer at Ohio County Hands-on Ag Day with the fifth graders. He spoke to them before they went into the trailer.

NEXT MEETING

The next board meeting will be held on **Thursday, November 13, 2025, at 10:00 a.m.**, at the USDA Service Center in McMechen.

There being no further business, the meeting was adjourned at 1:35 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson