

NORTHERN PANHANDLE CONSERVATION DISTRICT  
BOARD OF SUPERVISORS' MEETING  
**November 13, 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  
Eric Freeland, Brooke County  
David McCardle, Marshall County  
Mark Fitzsimmons, Marshall County – Chairman

**Supervisor Absent**

Amy Wade, Ohio County – Secretary

**Others Present**

Don Whetzel, District Operations Manager, WVCA via Teams  
Bill Armstrong, Watershed Technician, WVCA  
Jessica Otte, Watershed Technician, WVCA  
Vanta Coda, Communication and Outreach Specialist, WVACD via TEAMS  
Avery Berdine, Program Technician, FSA  
Victoria White, District Administrator, NPCD  
Abby Clegg, Soil Tester, NPCD  
Katie Fitzsimmons, District Conservationist, NRCS  
Brent Lyons, Forester, WVDOP  
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on November 13, 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 October 2025 board meeting minutes as presented. Seconded by Chuck Glenn. Motion passed.**

**Financial Report**

- Bob Straub reviewed the October 2025 NPCD funds.  
**Jim Anderson made a motion to file the October NPCD financials for audit. Seconded by Chuck Glenn. Motion passed.**
- Chuck Glenn reviewed the October 2025 Co-Administered funds.

**Reports**

- Farm Service Agency (FSA) – Avery gave a brief report regarding LFP and ELAP sign ups. More information will be provided from Becky when she returns.

- WV Division of Forestry (WVDOF) – Brent Lyons reviewed a written report.
- WV Conservation Agency (WVCA)
  - Don reviewed a written report. He also mentioned the State AgEP meeting will be Monday, December 15th.
  - Bill gave a report on the annual dam inspections. He stated that in order to control poison hemlock and other weeds, the district could mow the affected areas twice in a year utilizing available funds.
- WV Association of Conservation Districts (WVACD) – Vanta reviewed a written report.
- Natural Resource Conservation Service (NRCS) – No report.
- Wheeling Creek Watershed Commission (WCWC) - No report.
- Administrative Specialist (WVCA) – No written report. Victoria announced on Veronica's behalf that the audit is due November 19th.
- District Administrator (NPCD) – Victoria reviewed a written report.
- Soil Tester – Abby Clegg reviewed a written report.
- Visitors - None
- Committee Reports
  - Equipment Committee
    - David McCardle reported the Cricket (2013) is at Knights and when it comes back to the NPCD office we will need to call American Tire to come service the tire.
    - Jim Anderson reported the sprayer needs to be winterized.
    - Victoria White provided a written equipment rental report. Victoria also reported that Dan Lucey has outstanding invoices. Mark or Dave will call him to remind him to pay.
  - Building Committee
    - No report.
  - O&M Committee
    - Amy Wade provided a written report in her absence that Robert Luchetti, Jr reviewed.
  - High Tunnel Committee
    - Victoria reported the high tunnel plastic has been replaced, the beds in the high tunnel have been planted, the irrigation is completed in the outside garden, the new hydrant has been installed in the outside garden, and Winter Rye Grass has been planted in the outside beds.
  - Grassland Committee
    - Jim reported he is going to contact local high schools to participate in the Grasslands Judging.
  - AgEP Committee
    - No report.

- Education Committee
  - There will be an education committee meeting on Tuesday, December 9th at 10 AM to discuss scheduling for 2026.
- Bee Committee
  - Victoria reported that the bee hives have been insulated for the winter time.

### **Old Business**

- Upper Grave Creek #7, #8, & #9 – ACNR Mining
  - Bill reviewed Inclinator Data for #7 and #9. He also reported there will be camera installations done at #9 at 9 AM on Thursday, November 18th.
  - Robert Luchetti, Jr reported to the board that he believes there should be a meeting held to discuss next steps with handling the situation with ACNR.
- Tygarts Valley CD Lawsuit
  - Robert Luchetti, Jr. is in contact with Gold, Khourey & Turak to possibly use them for the Tygarts Valley Lawsuit instead of Bowles Rice LLP.
- USDA Service Center Property Survey
  - No report.
- PA Dam Funds
  - A signature card was signed.
- WVCA Lease Renewal SCC-001
  - **Jim Anderson made a motion to sign the lease. Robert Luchetti, Jr. seconded. Motion passed.**

### **New Business**

- Review District Policy Manuals
  - Tabled for Education Committee Meeting.
- NACD Technical Assistance Grant – Vanta reported about the benefits of having WVACD apply for the NACD TA Grant for NPCD to have a 1099 employee for Conservation Planning. The WVACD needs a decision from all CDs by Friday, November 21st.
- Grant Funds Bank Account
  - Chuck reported on opening an account just for grant funding to make tracking easier. **Chuck Glenn made a motion to approve opening a new account titled Northern Panhandle Conservation District - Grant Funds at Community Bank to deposit grant funds. 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. Jim Anderson seconded. Motion passed.**
- Safety Committee Annual Meeting
  - The Safety Committee will meet at 9:30 AM on Thursday, December 11th before the board meeting.

- FY27 BRIM Loss Control Questionnaire – Due January 1, 2026
  - Robert Luchetti, Jr. reported that the Safety Committee will take care of the FY27 BRIM Loss Control Questionnaire.
- NPCD Riding Mower Repairs
  - Jim Anderson reported that he will look into repairs for the mower.
- NPCD Work Crew for 2026
  - Advertise job opening ASAP.
- NPCD Contractors List Service Addition
  - Victoria and Abby will call all contractors to ensure they are still operating and will add information to the website
- WV State Fair – Participation at the WVACD Booth
  - Mark agreed to work a timeslot in 2026 of 6 hours.
- Service Center Snow Removal
  - **Jim Anderson made a motion to sign the contract and keep it the same. Dave McCardle seconded. Motion passed.**
- NPCD Christmas Luncheon
  - Will be helped following the December board meeting.
- Annual Dam Monitor Visits
  - NPCD will mail gift cards to all dam monitors.
- Ag Enhancement Program (AgEP)
  - The NPCD is still in drought status. The application deadline for the exigency program has been extended to November 21st.
  - AgEP Exigency Application Approval

Name	Practice	Cost Share
Megan Chambers	Livestock Water Supply	50% up to \$500.00
Audra Conkle	Livestock Water Supply	50% up to \$500.00
Jeffery Cumpston	Livestock Water Supply	50% up to \$500.00
Nick Frankovitch	Revegetation of Feeding Area	50% up to \$500.00
Tom & John McCombs	Cover Crop	50% up to \$500.00
Ronald Mason	Livestock Water Supply Temporary Fence	50% up to \$500.00
Kim Strum	Temporary Fence Revegetation of Feeding Area	50% up to \$500.00

**Jim Anderson made a motion to approve the applications. Seconded by Chuck Glenn. Motion passed.**

○ AgEP Exigency Payment Approval

Name	Practice	Cost Share
Jeff Allen	Temporary Fence	\$241.85
Doug Allison	Livestock Water System Temporary Fence	\$500.00
Kenneth J Anderson	Livestock Water Supply	\$260.54
Randy Chaplin	Livestock Water Supply Cover Crop Establishment	\$500.00
Tom McCombs	Cover Crop Establishment	\$315.00
Carrie Shipman	Livestock Water Supply	\$91.13
Kimberly Strum	Temporary Fence Revegetation of Feeding Area	\$135.72

**Chuck Glenn made a motion to approve the payments. Seconded by Eric Freeland. Motion passed.**

**Correspondence** - Thank you letter from Hilltop Elementary to NPCD for donating pumpkins that were used for science experiments.

**Supervisor Reports**

- Eric Freeland reported that he harvested the last of his strawberries!!!!!!
- Jim Anderson reported that he brought apple butter made by the Hancock County 4-H Allstars that was funded through RC&D.

**NEXT MEETING**

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

There being no further business, the meeting was adjourned at 12:30 p.m.

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**Mark Fitzsimmons, Chairman**

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**Amy Wade, Secretary**

**Minutes submitted by Victoria White**