

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
July 9, 2026
10:00 a.m.

Supervisors Present

Jim Anderson, Hancock County – Vice-Chairman
Chuck Glenn, Hancock County – Treasurer
Steve Paull, Brooke County
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
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Conservationist, NRCS
Victoria White, District Administrator, NPCD
Abby Clegg, Soil Tester/Administrator, NPCD
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, July 9, 2026, at 10:20 a.m. at the USDA Service Center in McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Amy Wade made a motion to approve the June 2026 board meeting minutes and the June 18, 2026, special meeting minutes as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

Financial Report

- Bob Straub reviewed the June 2026 NPCD funds and FY26 totals. It was noted that there are CDO checks that have been held for payment. There are not enough funds from FY26 to pay all expenses. The checks will be dispersed when the first quarter of 2027 support is received from the WVCA. Additionally, the General fund account has been depleted.
- Chuck Glenn reviewed the June 2026 Co-Administered funds and all bank statement reconcilements.
Robert Luchetti, Jr. made a motion to file the June 2026 NPCD funds and co-administered funds for audit. Seconded by Chuck Glenn. Motion passed.

Reports

- Farm Service Agency (FSA) – No report
- WV Division of Forestry (WVDOF) – No report

- WV Conservation Agency (WVCA) - Don Whetzel provided a written report.
July 2026 WVCA Report

Items to be thinking about and placed on your agenda 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 were 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 Don or Jeremy.

Conservation Farm Tour

Timelines:

- **July** - Area judging
Southern area week of July 13
Northern area week of July 27
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

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

WV State Fair Sign Ups

The schedule for state fair volunteers is now available. If you would like to schedule a time frame to work at the fair, please contact Heather Duncan

HB5364 - Transition

- Outside legal counsel to transfer easements and real property for dams, channels, dikes, and levees has been secured.
- Adrienne Hoalcraft hired as the Watershed Coordinator to support the transition.
- Sponsor Letters have been sent. WVCA staff will be meeting with the sponsors to address questions.
- Letters to districts requesting the transfer of funds for associated with OM&R and Rehab projects to WVCA have been sent. Fiscal will work with Watershed to determine the amount of funds to remain for projects currently being worked.

- Association of Conservation Districts (WVACD) – A written report was reviewed.

July 2026 Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

The July Quarterly Meeting will be held July 22-23 at the Bridgeport Conference Center beginning at 10:00 am. Information on the meeting can be found on the WVACD website. Once the agenda is finalized, a Microsoft Teams invitation will be sent out.

Please remember to bring your contest entries with you to submit to Mark Fitzsimmons on July 22nd. Please also plan to take home your Century Farm signs home with you.

Century Farm Photographs/Sign Pickup

Please be prepared to pick up any signs at the July quarterly meeting to take home to your conservation districts to distribute.

October Quarterly Meeting

The October meeting will be held the 28-29th at Cedar Lakes this year. It will be held in conjunction with the WV Conservation Awards Council (WVCAC) luncheon on October 29th.

NE NACD Meeting

It is quickly approaching for the NE NACD conference that will be held in Wilmington, DE August 24-27. The meeting looks to be timely on topics and is relatively close for everyone to travel to. More information can be found here: <https://dacdnet.org/2026nacdne/>. Also, if you're interested in helping to plan the WV 2028 conference, please let Wyne McKeever know. The 2028 conference will be held at Oglebay September 16-19.

Memberships

Please remember that annual and lifetime memberships are available. Also, sponsorships are available. Please assist in promoting these valuable opportunities.

Magnets Available!

WVACD has wooden magnets for sale! They are made right here in St. Albans! They are available for \$5 each. The proceeds will go to further our mission and goals. A picture has been sent to AS' and also included in the quarterly newsletter. They are housed at the WVACD office and can be purchased there.

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. Please be sure to have teams show their interest soon!

The contest will be held Thursday, September 10th in the Flatwoods area.

WV State Fair Signups

The WV State Fair will be held August 13-22, 2026. Heather Duncan will handle all signups this year. Please email her with the times and dates you are available to assist in covering the booth. The signup sheet can be found on the WVACD website for availability.

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! We are excited to have these positions at least through September 30.

Thank you

As my time with WVACD begins to come to a close, I want to thank each of you for your time and dedication to conservation in WV. My experiences here have been truly memorable and I appreciate each and every one of you. May you continue to expand the footprint of conservation districts and pursue the best for your counties.

I will continue through the month of July and will work with the transition team to ensure that WVACD is stable and ready for the next steps. After July, please reach out with any questions to Kelley Wayne and the new WVACD executive team.

Upcoming Dates

July 1: Start of State and WVACD Fiscal Year

July 1: WVACD Letters of Intent for Membership Due

Week of July 13: Southern Area Conservation Farm of the Year Tour

July 14: WVCAC Meeting, Guthrie/Teams

July 14: SCC Meeting, Guthrie/Teams

July 22-23: Quarterly Meeting at Bridgeport Conference Center

Week of July 27: Northern Area Conservation Farm of the Year Tour

September 28: Eastern Area Meeting, Eastern Panhandle CD

October 2: Central Area Meeting, Elk CD

October 28-29: WVACD Quarterly Meeting/WVCAC Luncheon

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

July 2026

NRCS Report: Northern Panhandle Conservation District

Training/Upcoming Events/Outreach

- David will be attending Managing Soil Health in Pasture & Silvopasture next week in New York.

Programs

- **FY 2026 EQIP/AMA/CSP – TOTAL FUNDS TO NPCD - \$709,792**

- EQIP – 10 preapprovals totaling \$471,958
 - 8 obligations
 - 2 pending obligation
- CSP – 8 obligations totaling \$ 237,834
- CSP Round 2
 - 1 eligible application ranked

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.

Hancock County Office Hours

- Office hours will be held as weather dependent. If it looks clear, we will go up, if it looks like inclement weather, we will hold off.
 - July 16th
 - August 20th
 - September – Cancelled due to Hands on Ag Day

Miscellaneous

- Kevin has been assisting area office engineering staff on a part-time basis.
- Assisting other field offices with contract development
- Working on Tick and Screwworm Information Meeting
- Started on Hands on Ag Day planning
- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that the next WCWC meeting is July 16 at 10:00 am at the Highlands.
- Administrative Specialist (WVCA) – No report
- District Administrator (NPCD) – Victoria White reviewed a written report.

NPCD District Administrator July

2026 Updates:

General Updates:

- If you have items that need added to Facebook or website, please email with necessary information
- Drafting NPCD Record Keeping Books/Grazing Guides for completion of WVCA GLCI Grant
- 2025-2026 Education District of the Year Binder is complete – due at July WVACD Quarterly Meeting July 22-23
- NPCD Photo and Poster Contest Entries are in a bag together in administrator office for the July WVACD Quarterly Meeting July 22-23
- Bees will be moved to new area by the gazebo by Friday, July 17th
- Summer 2026 Newsletter is ready to go pending the addition of the date for the Tick/Screwworm Event
- WCWC Mtg on Thursday, July 16th @ Fairfield by Marriott Inn & Suites Wheeling at The Highlands, 660 Cabela Dr, Triadelphia, WV 26059 – Fort Henry Room

Schedule:

- Out of town from Friday, July 31st through Sunday, August 9th. Will return to office Wednesday, August 12th.

Events:

- Summer/Fall Events
 - Pollinator Field Day – Friday, July 17th 4 PM - 7 PM @ NPCD Office
 - Tick/Screwworm Event – Event Date TBD
 - Honey Processing Workshop – Tentatively in September
 - Forestry Field Day – Tentatively in September
 - Rain and Compost Barrel Workshops – Tentatively July and August

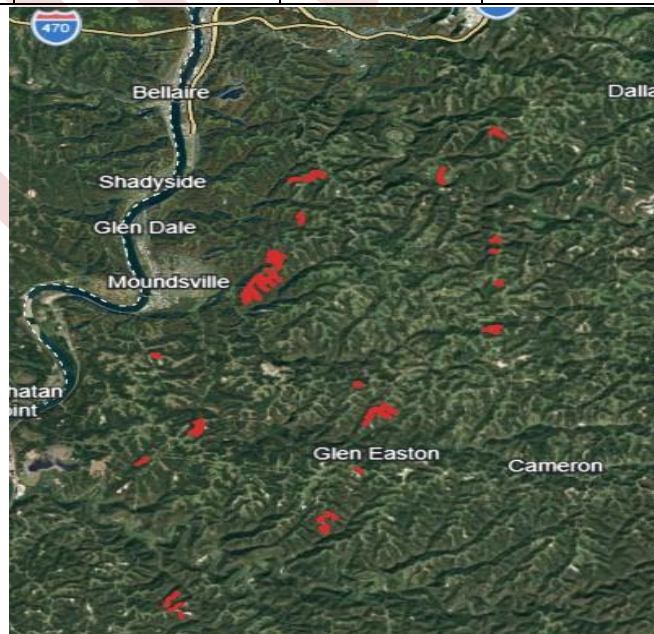
Grants:

Name	Amount	Progress
Try This WV Mini-Grant July 2026	\$3,000	Due July 31st, 2026 Waiting on NRCS Letter of Support for submission Funding for Compost/Rain Barrel Workshops for 2026 or 2027
RC&D Mini Grant (HOA Day)	\$3,000	Awarded Waiting on State RC&D to approve
GLCI Pasture Walk (Grazing Field Day)	\$3,000	Reimbursement from WVCA for Grazing Field Day \$1,202.95 remaining for Grazing Field Guides
Helen J. Prince Foundation	\$20,000	Awarded for 2026 Educational Events/Programming
WV Beekeepers Association Grant	\$1,000	Awarded to Tri-State Beekeepers Assoc. Will be used towards maintenance of NPCD Apiary and Educational Events
Center for Behavior and Climate (CBC)	\$7,200	In Review
DanPaul Foundation	\$15,000	Rolling deadline In review
Max and Victoria Dreyfus Foundation Grant	\$20,000	Submitted May 11th Award notice October 2026
Giant Eagle Foundation	\$1,000– \$2,105,000	Rolling Deadline
WV Division of Forestry Community Tree Grant	Up to \$50,000	Rolling Deadline
Labcorp Charitable Foundation	\$5,000– \$25,000	Rolling Deadline

- Soil Tester (NPCD) – Abby Clegg reviewed a written report
July 9th, 2026, Board Meeting Report - NPCD Soil Tester/ Administrator

Soil Sampling Log 2026

Farmer	County	Acres/ Fields	Date Sampled	Soil Health Sampling	Forage Sample
Eli Wengerd	Marshall	21	3/26/2026	N	N
Van Aston	Marshall	66	4/14/2026	N	N
Dennis McCardle	Marshall	30	4/17/2026	N	N
Eric Butler	Marshall	25	4/21/2026	N	N
Dave Witzgall	Marshall	88.5	4/26/2026	N	N
Brett Hawkins	Marshall	8.5	5/5/2026	N	N
Frank Heller	Marshall	14	5/7/2026	N	N
Alan Crow	Marshall	118.5	5/12/2026	N	N
Kaitlyn Groves	Marshall	4	5/26/2026	N	N
Bob Randolph	Marshall	28	5/28/2026	N	N
Graham Longworth	Marshall	38	6/3/2026	N	N
Charles Schultz	Marshall	20	6/9/2026	N	N
Dale Mason	Marshall	-	6/10/2026	N	Y (2)
Jeff Allen	Marshall	-	6/4/2026	N	Y (4)
Megan Chambers	Marshall	12	6/15/2026	N	N
Mark Fitzsimmons	Marshall	11.5	6/16/2026	N	N
Phillip Kittle	Marshall	2 Fields	6/24/2026	Y	N
Ken Merinar	Marshall	30	7/8/2026	N	N
Updated through 7/8/2026	Total Acres	515			Total Forage = 6



Garden/High Tunnel

Produce has started being harvested.

Zucchini and squash are producing very well.

Soil Health Update

First set of samples have been collected, reported, and shipped. Waiting for results.

Other

Covered office and completed general administrative tasks as needed.

Continuing to collect forage samples as requested.

- Visitors - None
- Committee Reports
 - Equipment Committee
 - David McCardle reviewed the equipment rental report that was provided by Victoria White.
 - Building Committee
 - Steve Paull asked if additional estimates have been received for the equipment building that the NPCD Foundation has agreed to build. Mark Fitzsimmons said he has received an additional estimate.
 - O&M Committee
 - Amy Wade reported on the letter that was sent to the WVCA regarding the NPCD concerns with the proposed changes to the cooperation agreement with ACNR. Amy said that Heather Duncan said that the district should be indemnified. Amy checked with Tom Buck and did not hear back from him. Robert Luchetti, Jr., said he would like to see a letter from the WVCA that releases the NPCD from dams.
 - High Tunnel Committee
 - Mark Fitzsimmons feels any produce that cannot be donated should be sold to benefit the NPCD Foundation scholarship.
 - Grassland Committee
 - Jim Anderson reported that a Grassland Committee meeting will be held tomorrow at the Elk CD.
 - Bee Committee
 - Victoria White reported on the pollinator field day that will be held on July 17 at the NPCD office.

Old Business

- Upper Grave Creek #7, #8, & #9 – ACNR Mining
 - No update. Remove from old business.
- Tygarts Valley CD Lawsuit
 - No update.
- Investment of NPCD Funds
 - No update.

New Business

- 2026-07-02 WCWC PA Dams Mowing 647 & 648 Bid Approval
 - One contractor came to the job showing held on July 2. It was Cut & Clear Solutions. **Jim Anderson made a motion to accept the bid from Cut & Clear Solutions for PA647 - \$2,900.00 and PA648 - \$3,420.00. Seconded by Robert Luchetti, Jr. Motion passed.**

- There was a discussion to ask the WCWC to pay a \$1,000.00 administrative fee.
- 2026-2027 Committee Appointments
 - Mark Fitzsimmons presented the 2026-2027 NPCD Committee Appointments.
- FY26 CDO Budget Expenditures Due to WVCA by August 1
 - When the FY26 CDO budget expenditures are sent to the WVCA, a letter will be presented from the NPCD requesting additional CDO funding.
- Marshall County Fair – Kids Day July 22
 - David McCardle and Robert Luchetti, Jr. will pick up the soil trailer in New Martinsville on July 21 and deliver it to the Marshall County Fairgrounds.
- North Area Farm Tour – Week of July 27
 - The NPCD are farm judging will be held on Wednesday, July 27 at 10:30 am to 11:30 am at the Chad Lamp farm in Hancock County.
- Tick and Screwworm Informational Meeting
 - A tick and screwworm informational meeting will be held the week of August 24. West Liberty University was suggested as a location. There was a discussion regarding sponsors and the cost of attendance.
- WVACD
 - Selection of WVACD Foundation Representative (one)
 - Mark Fitzsimmons was selected as the WVACD Foundation representative.
 - Selection of WVACD Legislative Committee (one)
 - Robert Luchetti, Jr., was selected as the WVACD Legislative Committee representative.
- WVACD Member at Large Nomination
 - **Jim Anderson made a motion to nominate Veronica Gibson for the Member at Large award. Seconded by David McCardle. Veronica declined the nomination. Jim Anderson made a motion to nominate Robert Luchetti, Sr., for the Member at Large award. Seconded by David McCardle. Motion passed.**
- WVACD Lifetime Member Nomination
 - **Eric Freeland made a motion to nominate Chuck Glenn for the Honorary Member award. Seconded by Robert Luchetti, Jr. Motion passed.**
- Carroll Greene Award Nomination
 - **Steve Paull made a motion to nominate Amy Wade for the Carroll Greene award. Seconded by Eric Freeland. Motion passed.**
- WV State Fair
 - Request for NPCD Promotional Items
 - **Jim Anderson made a motion to provide NPCD promotional items to the WV State Fair. Seconded by David McCardle. Motion passed.**
 - Sign-up
 - Mark Fitzsimmons encouraged supervisors to volunteer to work at the WV State Fair.

- Conservation Agreements
 - Barbara A. Tunanidis/Hancock County/6 acres
 - Eric Woodburn/Brooke County/3 acres
 - Arthur Lee McLaughlin/Ohio County/30 acres
 - Brady Raab/Ohio County

David McCarle made a motion to approve B. Tunanidis, E. Woodburn, A. McLaughlin, and B. Raab as new cooperators. Seconded by Chuck Glenn. Motion passed.
- Ag Enhancement Program (AgEP)
 - Jessica Otte is working on ranking the FY27 AgEP applications.

Correspondence – None

Supervisor Reports - None

NEXT MEETING

The next board meeting will be held on **Thursday, August 13, 2026, at 10:00 a.m.**, at the USDA Service Center, McMechen.

There being no further business, the meeting was adjourned at 12:35 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson