

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
August 13, 2026
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
David McCardle, Marshall County
Mark Fitzsimmons, Marshall County – Chairman

Supervisors Absent

Eric Freeland, Brooke County
Amy Wade, Ohio County – Secretary

Others Present

Veronica Gibson, Administrative Specialist, WVCA
Don Whetzel, District Manager, WVCA
Jessica Otte, Conservation Specialist, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
David Shipman, Soil Conservationist, NRCS
Rebecca Moore, CED, FSA
Victoria White, District Administrator, NPCD
Brent Lyons, Forester, WVDOP
Bob Straub, CPA, Hartley & Straub
Ella Schellhase, Soil Health Employee Candidate

Chairman Mark Fitzsimmons called the meeting to order on Thursday, August 13, 2026, 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 approve the July 2026 board meeting minutes as presented. Seconded by Robert Luchetti, Jr. Motion passed.**

Financial Report

- Bob Straub reviewed the July 2026 NPCD funds.
- Chuck Glenn reviewed the July 2026 Co-Administered funds and all bank statement reconcilements.
Jim Anderson made a motion to file the July 2026 NPCD funds and co-administered funds for audit. Seconded by Robert Luchetti, Jr. Motion passed.

Reports

- Farm Service Agency (FSA) – Rebecca Moore reported the following:
 - Available programs were reviewed including cattle loss due to ticks. Contact the FSA office for more information.

- WV Division of Forestry (WVDOF) – Brent Lyons reviewed a written report.

West Virginia Division of Forestry Activities Brooke, Hancock,
Marshall and Ohio Counties
August 13, 2026
This Report Covers Activities from 05/09/26 - 08/10/26

BROOKE COUNTY

Reinspected a Tree Farm. Inspected logging jobs. Conducted mast survey.

HANCOCK COUNTY

Conducted EQIP visits. Inspected logging jobs. Conducted mast survey.

MARSHALL COUNTY

Conducted timber recons. Conducted a FC program at Central Elementary. Attempted to removed old radio repeater. Inspected logging jobs. Conducted mast survey.

OHIO COUNTY

Reinspected a Tree Farm. Conducted CSP and EQIP visits. Conducted a timber recon. Inspected logging jobs. Conducted mast survey.

OTHER

Assisted w/BMP training in Marion County. Assisted w/Wetzel County Sheriff's Office Community Picnic in New Martinsville. Assisted w/Hundred 4th of July Parade. Attended online Stewardship trainings.

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

August 2026 WVCA Report

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

Carroll Greene Nomination – form is due to Kim D Arco 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 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:

Southern area winners

Shadow Mountain Farm – SCD – Mercer County – Nontraditional
Gene and Stacy Randolph – WCD – Putnam County – Traditional

Northern area winners

Cobb Farm – WFCD – Lewis County – Nontraditional
Meckley Farm – UOCD – Tyler County – Traditional

August - Statewide judging.

October – Presentation of Area and State awards at WV Conservation Partnership Annual Conference

Ag Enhancement Program Timeline

August 18th deadline to submit new practice suggestions or Allocation formula suggestions

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

EWP funds recall

With recent flooding a letter has been sent to all CDs recalling EWP funds back to the agency. The reason for the call back is all contracting is being run through procurement not CDs and the agency needs to have quick access to the funding for those contracts.

HB5364 - Transition

Outside legal counsel to transfer easements and real property for dams, channels, dikes, and levees has been secured.

Sponsor Letters have been sent. WVCA staff will be meeting with the sponsors to address questions.

O&M work process has begun in all areas with contracts being ran through procurement

- Association of Conservation Districts (WVACD) – A written report was reviewed provided by Heather Duncan.

August 2026 Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

The July Quarterly Meeting was held July 23 at the Bridgeport Conference Center. Thank you to everyone who was flexible in travel and time as we adjusted in response to the catastrophic flooding and tornadoes that occurred all over the state.

New officers were elected: Mark Myers, MCD, President; Mark Fitzsimmons, NPCD, 1st VP; Lois Carr, PVCD, 2nd VP; Holly Morgan, UOCD, Secretary; and Larry Greynolds, ECD, Treasurer. Congratulations!

Committee assignments for directors will be made soon. Please remember that everyone is welcome to sit in on committee meetings and participate in discussions.

Several resolutions were passed and information will be distributed soon.

Nominations Due!

Nominations for Member at Large and Honorary Member are due September 15th to Kelley Wayne at kwayne@wvacd.us or by mail. Nominations for Carrol Greene, Rookie of the Year, and Excellence in Communications are due September 1st to Kelley Wayne at kwayne@wvacd.us or by mail.

Dues Due

Please remember that your WVACD dues should be mailed to the WVACD by September 1st.

Committee Appointments

As we begin the new year, please consider your board representation on the following committees.

Each CD should have a representative on the following: **WVACD Foundation** and **WVACD**

Legislative (both of these committees typically meet quarterly at the quarterly meetings and as needed). Representatives are also needed for **Envirothon**, **Appalachian Grazing Conference** and **Grasslands**. Please send your committee representatives to Heather Duncan as you appoint them.

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. You can make a reservation at Holt Lodge on your own for the meeting with a rate of \$94/night or you may choose to stay somewhere else.

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.

State Fair

Please remember to sign up for available time slots at the WV State Fair August 13-22. We have just a handful of completely blank spots. As a reminder, the booth MUST be covered at all times. The signup list can be found on the WVACD website under the Calendar tab. Please contact Heather Duncan to sign up for a time slot.

The Fairfield Inn located at 273 Coleman Drive Lewisburg, WV 24901 is reserved for August 12-22 under the room block "WVACD." The base rate is \$169 and should average out to around \$190.97 after taxes. Please call (304) 645-7999 to make your reservation. If you have problems with reserving your room, please ask to speak with Abby Hughes (front desk supervisor) or give me a call.

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.

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 on Thursday, September 10th.

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.

My Position/Funding

We gratefully received word that the agreement with NRCS has been extended until December 31, 2026. What does this mean and look like financially? I will stay on as your ED and utilize what funds are available with these agreement dollars. Any uncovered funds (namely travel) will be through the WVACD History Committee funds (mainly a CD). What this also means is that we will need to secure outside funding and sponsors to maintain not only my position, but any mini-grants and other programs that should be available to members. I will be taking unpaid leave August 9-22, 2026.

Upcoming Dates

August 9-11: WV Legislative Interims

August 11: State Fair Setup

August 13-22: State Fair of West Virginia

August 9-22: Heather Duncan scheduled leave

September 1: Carrol Greene, Rookie of the Year, and Excellence in Communication nominations due to WVACD

September 2: WV Envirothon Committee Meeting, 10 am @ WVACD office/Teams

September 2: NE NACD Planning Committee, 1 pm @ WVACD office/Teams

September 15: Honorary and Member at Large nominations due to WVACD

September 18: AGC Committee Meeting, 10 am @ MCD Office/Teams

September 21: WV Envirothon Techer Training Day @ Holly Gray Park

September 28: Eastern Area Meeting, Eastern Panhandle CD

October 2: Central Area Meeting, Elk CD

October 13: SCC Meeting, WVCA Headquarters (no WVCAC meeting!)

October 28-29: WVACD Quarterly Meeting/WVCAC Luncheon

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

August 2026

NRCS Report: Northern Panhandle Conservation District

Training/Upcoming Events/Outreach

- David and Katie attended Nutrient Management training in Morgantown on 8/10
- Tick and Screwworm Meeting is scheduled for August 26th, 6:00pm, Marshall County Fairgrounds
- Hands on Ag Day in Marshall County will be held September 17th and 18th at the Marshall County Fairgrounds

Programs

- **FY 2026 EQIP/AMA/CSP – TOTAL FUNDS TO NPCD - \$969,896.00**
 - 21 contracts
 - 1,670.9 acres to treat

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.
 - August 20th
 - September – Cancelled due to Hands on Ag Day
 - October 15th
 - November 19th

Miscellaneous

- Kevin has been assisting area office engineering staff on a part-time basis.
- Wheeling Creek Watershed Commission (WCWC) – Jim Anderson reported the following:
 - The WCWC voted to move forward with a lawsuit against NPCD, TVCD, and possibly the WVCA for funds due to them for payment to repairs for Wheeling Creek #4.
 - The WCWC will pay the NPCD \$1,000 fee to cover supervisor expenses for administering the mowing of the PA dams.
- Administrative Specialist (WVCA) – Veronica Gibson reported the following:
 - Signatures are needed on checks and approved agenda items after the meeting.
- District Administrator (NPCD) – Victoria White reviewed a written report.

NPCD District Administrator

August 2026 Updates:

General Updates:

- Last day is Friday, August 21st
- All login information for NPCD, NPCD Foundation and RC&D has been updated
- All information including minutes, financial records, etc. for NPCD Foundation, RC&D and WCWC are organized in two locked filing cabinets in the administrator office. Veronica has both keys for the filing cabinets.
- If there is anything else that needs wrapped up before my departure, please let me know before the 21st

Grants:

Name	Amount	Progress
RC&D Mini Grant (HOA Day)	\$3,000	Awarded Waiting on State RC&D to approve
GLCI Pasture Walk (Grazing Field Day)	\$3,000	Will contact Cindy Shreve with Veronica before leaving to ensure reporting is completed
Helen J. Prince Foundation	\$20,000	Reporting will need emailed to mbarria@nt-wv.com after completion of 2026 educational events
WV Beekeepers Association Grant	\$1,000	Awarded to Tri-State Beekeepers Assoc. For maintenance of NPCD Apiary and Educational Events
Center for Behavior and Climate (CBC)	\$7,200	In review, no update
Max and Victoria Dreyfus Foundation Grant	\$20,000	Submitted May 11 th Award notice October 2026

- Visitors
 - Mark Fitzsimmons introduced Ella Schellhase. Ella interviewed for the Soil Health position.
- Committee Reports
 - Equipment Committee
 - Chuck Glenn would like to have the no-till drill parked back in the bays. It should not be left out.
 - Chuck Glenn repaired the riding mower. One of the wheels is missing from the deck.
 - Building Committee
 - The new security cameras are currently being installed.
 - Chuck Glenn would like to get a day scheduled for cleaning out the garage and bays.
 - There is damage to the north side of the garage. A piece of the siding is pulled up and there is an opening into the building.
 - Budget & Finance Committee
 - A letter was sent to WVCA requesting additional CDO funding.
 - High Tunnel Committee
 - David Shipman reviewed a written report
August 2026

High tunnel/ Garden Report

High Tunnel is Moving along and now get decent tomatoes.

- Tomatoes have an insect issue and have been treated
- Fertilizer was purchased for the fertigation unit
- Potatoes are still growing, along with celery that will be ready soon.

Garden

- Cucumbers have stopped producing
- Yellow squash was all pulled
- All but two Zucchini plants have been pulled
- Beds have been replanted with Cabbage and Lettuce
 - Thank You, **Veronica** for helping last Friday to plant
- Carrots planted where yellow squash was planted

Planning to make sure we keep cover on all areas to suppress weeds prior to planting again in the spring.

- Bee Committee
 - David Shipman reviewed a written report

Bee Report

Have had a meeting with the tristate beekeepers John Welty and Clark Crumrine

- Discussed the number of hives and space needed
 - 5 hives total
 - 12.5 Ft x 18 FT space
 - New location of bees for better flight paths
 - Need materials to cover fabric ?
 - Inventory of supplies on hand taken
 - 2 Hives are owned by the district (maybe more)
 - Purchased with grant money
 - Tristate beekeepers will be providing a yearly cost for operation and Maintenance

Education

They would like to continue to offer intro education at this facility

- Youth bee courses start in spring/27
- Honey extraction Tentative 9-1-26, 6-8 PM
- Intro to Bee Evening events Tentative 10-6-26 6- 8 PM, Spring or summer/ 27

I will be asking them to provide me a report of what they have done with the bees each month to keep everyone informed.

- Grassland Committee
 - Jim Anderson reported on the upcoming contest on 9/10. Supervisor volunteers are needed. **Jim Anderson made a motion to donate up to \$300 for snacks and water for the Grassland competition. Seconded by David McCardle. Motion passed.**
- Education Committee
 - Brent Lyons is available September 22 for a Tree ID workshop.
 - Katie Fitzsimmons reviewed a written report

August 2026 Education and Outreach Report

The education and outreach committee met on Wednesday, August 5, 2026. Attendees included Veronica Gibson, David Shipman, Mark Fitzsimmons, and Katie Fitzsimmons. The previous educational events list was reviewed along with the budgets.

Completed Programs

- Cattleman's Conference (Beef Quality Assurance) – remaining balance \$1,052.99
- Local Work Group Meeting – zero cost, remaining balance \$1000
- Open House - remaining balance \$74.00
- Elementary Student Planting/Community Garden/High Tunnel – overbudget \$202.73

Recommendations are as follows on remaining workshops:

Compost Barrel Workshop – hold this event in Brooke County, increase the budget for this event to \$1,000 and increase the registration fee to \$45 due to the cost of the barrel and materials associated with making the composter. More barrels will have to be secured. Potential location for the event could be Brooke Hills Park or the Steve Paull Pavilion. *The increase in the budget still has us under budget due to overall savings on other workshops.*

Rain Barrel Workshop – hold this event in Hancock County (New Manchester VFD) and increase the registration fee to \$45 due to the cost of the barrel and materials associated with making the rain barrel. More barrels will have to be secured.

Tree ID Workshop – This workshop is being planned for a Tuesday or Wednesday in the last 2 weeks of September. It will be a late afternoon/evening workshop. We will limit to 25 people and not charge for this as it will not include a meal, just provide water and a snack.

Forestry Field Day – Plan as a spring 2027 program

Pumpkin Experiment – Ohio County, potentially Ritchie Elementary School, 1st and 2nd grade. Reaching out to principal. Plan to get pumpkins from E.L. Black and Sons again this year.

Pollinator Field Day & Youth Bee Keeping – David Shipman will reach out to the Tri State Beekeepers to discuss these events and the bees.

- AgEP Committee
 - Jessica Otte reported that she is wrapping up application rankings.

Old Business

- Tygarts Valley CD Lawsuit – No update
- Investment of NPCD Funds – No update
- Tick and Screwworm Informational Meeting
 - Katie Fitzsimmons reported the following:
 - The meeting will be held on August 26 at 6:00 pm at the Marshall County Fairgrounds. A cleanup fee will need to be paid.
 - Funding has been requested from the WVDA.
 - The Marshall County Co-Op will set up a display and possibly provide a door prize.
 - Postcard mailers will go out in the mail.

New Business

- Updated Mileage Rate - \$.76 – Effective July 1
 - Supervisors were informed of the increase of the mileage rate effective July 1. Veronica Gibson provided updated travel and per diem forms.
- Soil Health
 - **Chuck Glenn made a motion to enter an executive session at 11:18 am to discuss the Soil Health and NPCD District Coordinator positions. Seconded by Robert Luchetti, Jr. Motion passed.**
The board of supervisors returned from the executive session at 11:38 am.
Chuck Glenn made a motion to hire Ella Schellhase for the Soil Health and NPCD District Coordinator position and to take soil and forage samples as needed. She will be paid \$18 per hour beginning August 14 with a review in 30 days. Seconded by Robert Luchetti, Jr. Motion passed.
- NPCD District Coordinator
 - Discussed during the executive session.
- Ohio County Country Fair Participation
 - The district will participate in the Ohio County Country Fair. A request will be made for 2 tables and to be next to NRCS.
- Tri-State Beekeepers Agreement
 - **Chuck Glenn made a motion to continue the agreement with the Tri-State Beekeepers Association for 1 year. During that year, the relationship needs to improve. Seconded by Robert Luchetti, Jr. Motion passed. Jim Anderson opposed.**
- FY26AUP Bids
 - Veronica Gibson sent 12 requests for quotes throughout WV. One email was received declining the option to bid and two bids were received. **Jim Anderson made a motion to accept the bid from Lowe & Associates, PLLC. Seconded by Chuck Glenn. Motion passed.**
- Approval of PA 647 Dam Mowing
 - **Jim Anderson made a motion to approve completed mowing at PA Dam 647 and to pay the invoice presented. Seconded by David McCardle. Motion passed.**

- Recall of Emergency Watershed (EWP) Funds
 - **Jim Anderson made a motion to return EWP funds to the WVCA at their request. The amount to be returned is \$42,255.25 plus accrued interest. Seconded by Steve Paull. Motion passed.**
- NPCD Annual Banquet
 - The NPCD annual banquet will be held the first week of November if a location is available. Veronica Gibson will check on locations and report back to the board.
- Letters of Request
 - \$27,600 – FY27 Ag Enhancement Program Allotment
 - \$17,575 – FY27 Allocation for Northern Pan RC&D
Jim Anderson made a motion to sign and submit the letter of request for \$27,600 for FY27 Ag Enhancement Program allotment and \$17,575 for FY27 allocation for Northern Pan RC&D. Seconded by Chuck Glenn. Motion passed.
- Ag Enhancement Program (AgEP)
 - August 18 – Deadline for CDs to Submit Allocation Proposals & New Practices for Upcoming Fiscal Year
 - **Chuck Glenn made a motion to propose small scale soil amendment to be included with the Urban Ag practice. Seconded by Robert Luchetti, Jr. Motion passed.**
 - September – State AgEP Committee Mid-Year Meeting to Review Proposals, New Practices, & Form Subcommittee(s) if Needed
 - Approval
 - Melissa Dawn Gebhardt – Heavy Use Protection Area
 - **Robert Luchetti, Jr. made a motion to accept the application for Heavy Use Protection for Melissa Dawn Gebhardt and put the application amongst all others for ranking. Seconded by Jim Anderson. Motion passed.**
 - A special meeting will be held on Wednesday, August 26 at 2:00 pm to review and approve the FY27 applications.

Correspondence – In the absence of Amy Wade, Secretary, Veronica Gibson reviewed the correspondence. (1) A thank you from Simpson Church in Moundsville for the vegetable donations.

Supervisor Reports

David McCardle – Simpson Church in Moundsville has a collection for cardboard and shredded paper and thanked Victoria White for her work with the district.

Mark Fitzsimmons – Supervisors Joe Gumm and Bob Baird passed away.

Jim Anderson – A date needs to be set to clean out the garage and bays. A date was set for August 20 at 9:00 am.

Robert Luchetti, Jr. – Thanked Victoria White for her work with the district.

Steve Paull – Had a rabid raccoon on his farm.

NEXT MEETING

The next board meeting will be held on **Wednesday, September 9, 2026, at 10:00 a.m.**, at the USDA Service Center, McMechen.

There being no further business, the meeting was adjourned at 1:00 p.m.

Mark Fitzsimmons, Chairman

Jim Anderson, Vice-Chairman

Minutes submitted by Veronica Gibson