

NORTHERN PANHANDLE CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
June 11, 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
Jessica Otte, Conservation Specialist, WVCA
Don Whetzel, District Operations Manager, WVCA
Katie Fitzsimmons, District Conservationist, NRCS
Jon Bourdon, State Conservationist, NRCS
Victoria White, District Administrator, NPCD
Abby Clegg, Soil Tester/Administrator, NPCD
Vanta Coda, WVACD via Teams
Karen Cox, WVU Extension Ohio County
Bob Straub, CPA, Hartley & Straub

Chairman Mark Fitzsimmons called the meeting to order on Thursday, June 11, 2026, at 10:00 a.m. at the USDA Service Center in McMechen.

Pledge of Allegiance – The pledge of allegiance was recited.

Minutes

- **Jim Anderson made a motion to approve the May 2026 board meeting minutes as presented. Seconded by David McCardle. Motion passed.**

Financial Report

- Bob Straub reviewed the May 2026 NPCD funds. Payables and supervisor travel and per diem to be paid from the CDO account will have to be held until the first FY27 quarterly payment is received. The FY26 CDO funds have been depleted. The General Fund account has also been depleted.
- Chuck Glenn reviewed the May 2026 Co-Administered funds and all bank statement reconcilements.

Chuck Glenn made a motion to file the May 2026 NPCD funds and co-administered funds for audit. Seconded by Amy Wade. Motion passed.

Reports

- Farm Service Agency (FSA) – No report

- WV Division of Forestry (WVDOF) – No report
- WV Conservation Agency (WVCA) - Don Whetzel reviewed a written report.

June 2026 WVCA Report

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual, you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

Annual Work Plan

Reminder - District annual work plans are due **June 30** to Guthrie.

CDO Budget

CDO budget closeout needs submitted to Guthrie by August 1.

Conservation Farm Tour

It is time for districts to think about the conservation farm families to be awarded. CDs should have their district farm selection to their Area Directors by June 16.

South Area Tour – Week of July 13th.

North Area Tour – Week of July 27th.

Ag Enhancement Program Timeline

- May/June/July – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs Mid-June – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

Newly elected supervisors

Remember to take your oath of office and submit copies to your AS

Newly Elected Supervisor Training will be held at Cedar Lakes on July 7th beginning at 10am and should be completed by 3pm.

This training will be for newly elected supervisors only. The Chair or the Chair's designee should attend with the new supervisors as well. Lunch will be provided. Registration will be required for lunch purposes.

The Supervisors Handbook will be updated and sent to the districts.

HB5364 - Transition

- Working with Attorney General's Office to secure outside legal counsel to transfer easements and real property for dams, channels, dikes, and levees.
- 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.

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.

Amy Wade asked Don where the WVCA is in the process of the transfer of O&M. Don said the transfer of the funds will occur this month and the WVCA is working on the paperwork.

- Association of Conservation Districts (WVACD) – A written report was reviewed.
June 2026 Board Report from Heather Duncan, WVACD Executive Director

Oaths of Office/Contact Information

Please do not forget to go to your county clerk's office and complete your oath of office paperwork and also submit a copy to WVCA. If anyone has any questions, please do not hesitate to reach out. Please also reach out to your incoming supervisors who may not be aware of the process.

As your new supervisors come onboard, please continue to send me their contact information so they can be added to the distribution list.

July Quarterly Meeting

The July Quarterly Meeting will be held July 22-23 at the Bridgeport Conference Center. The first day will be committee meetings and hopefully a guest speaker or two. The second day will consist of the business meeting and elections.

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.

Dues and Directors

The WVACD yearly dues of \$5,000 will be due by September 1st. If your conservation district will be paying dues between July 21-September 1st, please submit a Letter of Intent to pay dues to Heather Duncan prior to July 1st. This is to allow WVACD to complete its budget and also know who is eligible to vote at the July quarterly meeting. This change was completed last year because many CDs do not have their quarterly installments available for the new fiscal year prior to the July quarterly meeting. A formal letter will be distributed to each conservation district.

Please try to submit your WVACD directors for the next two years to Heather Duncan prior to the July quarterly meeting. A deadline of June 30th would be very much appreciated to allow the nominating committee to know who will be eligible for officer positions. If there are any questions, please reach out to Heather.

Century Farm Photographs/Sign Pickup

Please submit photographs to Ken Brown, GCD/Davin White, WVCA on past Century Farm winners for a video to be distributed to CDs and for the State Fair booth. More information was sent in an email from Davin.

Please be prepared to pick up any 2025 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. With the large number of new supervisors that will be coming on board, a new supervisor orientation will be offered. Please send Heather any ideas, topics, things you wished you would have known ASAP so that a training session can be developed. Please encourage any new supervisors in your district to attend this training which will occur on October 28th.

Farm of the Year Contest

Please think ahead about the farm of the year contest and who would be eligible. It's never too early to begin planning! WV Conservation Awards Council will only be providing awards for the state level of the contest. Please submit your traditional/non-traditional farms to either Jeremy Salyer or Don Whetzel by June 16th.

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 me know. The next committee has been working on selecting a location and is beginning to meet regularly.

Press Releases and Other News Articles

If your CD utilizes public outreach and contacting news channels, please remember to keep all articles and information fair and balanced.

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 WVDOT. 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!

Upcoming Dates

June 3: NE NACD Planning Committee Meeting, 10am
June 10: Strengthening CDs Committee Meeting, 10 am
June 12: Start date of HB 5364
June 22: Western Area Meeting, West Fork CD, 10 am
June 26: Central Area Meeting, West Fork CD, 10 am
July 1: Start of State and WVACD Fiscal Year
July 1: WVACD Letters of Intent for Membership Due
July 13: Eastern Area meeting, Monongahela CD, 10 am
July 14: WVCAC Meeting, Guthrie/Teams
July 14: SCC Meeting, Guthrie/Teams
July 22-23: Quarterly Meeting at Bridgeport Conference Center

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

June 2026

NRCS Report: Northern Panhandle Conservation District

Training/Upcoming Events/Outreach

Programs

- FY 2026 EQIP/AMA/CSP – EQIP – 9 preapprovals totaling \$381,842
 - 3 completed obligations
 - 3 contracts funded in RPP
- CSP – 8 preapprovals totaling \$ 237,834
 - 8 contracts obligated
 - 3 contracts funded in RPP
- CSP Round 2 Sign Up – Ends June 12th

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.
 - June 18th
 - 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.
- Multiple calls about Poison Hemlock in Marshall County – I contacted the WV Department of Agriculture in regard to having it identified and a recommendation on how to treat.

Jon Bourdon reported on rehab project funds pertaining to dams and his meeting with the new Chief of NRCS. He discussed his concerns regarding staffing with the new Chief.

There was a discussion regarding the next NPCD quarterly newsletter. Topics to include in the next newsletter will be poison hemlock, ticks, and low hay yield.

- Wheeling Creek Watershed Commission (WCWC)
 - Jim Anderson reported that the WCWC will not construct a new playground or replace the steps at the Turkey Run dam.
- Administrative Specialist (WVCA)
 - Veronica Gibson reported the following:
 - The WV Division of Air Quality would like to know when the air quality sensor that was sent to the district will be installed.
 - Veronica will be off on June 19 and return to work on June 29.

- District Administrator (NPCD) – Victoria White reviewed a written report.

NPCD District Administrator

June 2026 Updates

General Updates:

- If you have items that need added to Facebook or website, please email with necessary information
- 2025-2026 Education District of the Year Binder 90% complete – due at July WVACD Quarterly Meeting July 22-23
- NPCD Photo Contest Judging @ June Board Mtg, Thursday, June 11th
- NPCD Equipment Rental, Soil and Forage Testing has been updated for new pricing effective June 1st, 2026

Events:

- Summer/Fall Events
 - Pollinator Field Day – Friday, June 26th 2 PM - 5 PM @ NPCD Office
 - Youth Beekeeping Program – End of July
 - Honey Processing Workshop – Tentatively in September
 - Forestry Field Day – Tentatively in September
 - Rain and Compost Barrel Workshops – Tentatively July and August

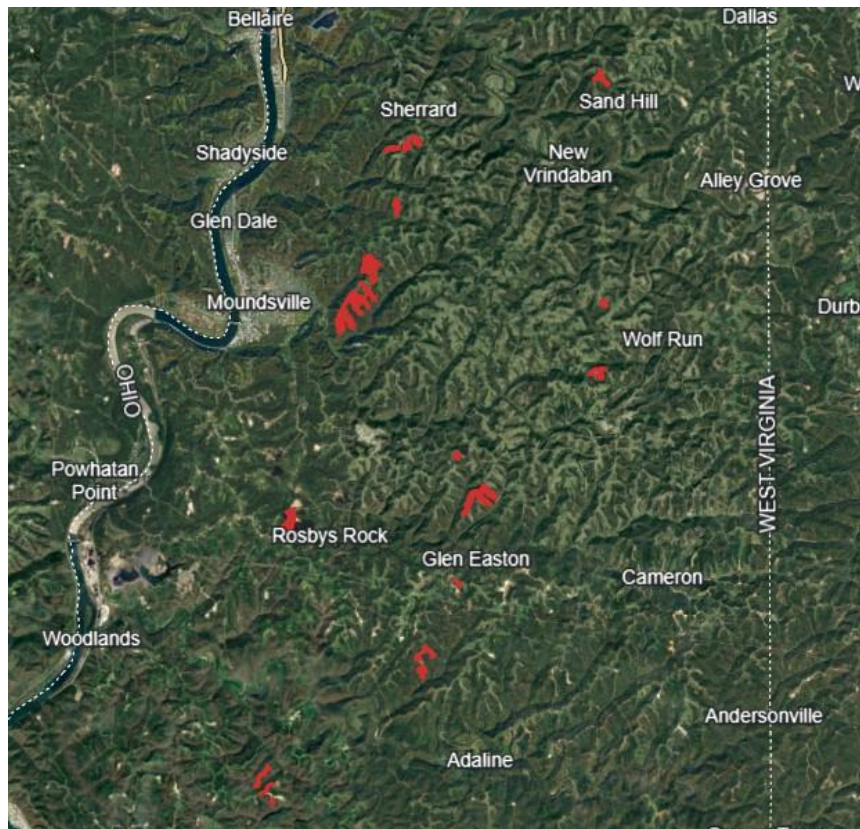
• **Grants:**

Name	Amount	Progress
Northern Panhandle RC&D (Educational Material)	\$500	Awarded Reporting due June 30th, 2026
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 \$10,000 for payroll \$10,000 for education programming – \$6,563.43 remaining for education 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

RC&D Mini Grant (HOA Day)	\$3,000	Awarded Waiting on State RC&D to approve
DanPaul Foundation	\$15,000	Rolling deadline In review
Draper Richards Kaplan Foundation	Up to \$100,000	Rolling deadline Applied for \$20,000, 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
June 11th, 2026 Board Meeting Report
NPCD Soil Tester/ Administrator

Soil and Forage Sampling Log 2026				
Farmer	County	Acres	Date Sampled	Forage Sample (Y/N)
Eli Wengerd	Marshall	21	3/26/2026	N
Van Aston	Marshall	66	4/14/2026	N
Dennis McCardle	Marshall	30	4/17/2026	N
Eric Butler	Marshall	25	4/21/2026	N
Dave Witzgall	Marshall	88.5	4/26/2026	N
Brett Hawkins	Marshall	8.5	5/5/2026	N
Frank Heller	Marshall	14	5/7/2026	N
Alan Crow	Marshall	118.5	5/12/2026	N
Kaitlyn Groves	Marshall	4	5/26/2026	N
Bob Randolph	Marshall	28	5/28/2026	N
Graham Longworth	Marshall	38	6/3/2026	N
Charles Schultz	Marshall	20	6/9/2026	N
Jeff Allen	Marshall	-	6/4/2026	Y (4)
	Total Acres	461.5	Forage Samples Taken = 4	
	<i>Updated through 6/9/2026</i>			



High Tunnel and Garden

-Irrigation has been added to all of the beds. Need to add a line to the potato tower.

Soil Health Update

-See Attached Document

Other

-Covered office and completed general administrative tasks as needed.

-Have started collecting forage samples.

- Visitors
 - Karen Cox, Extension Agent-Agriculture & Natural Resources, WVU Extension
 - Karen introduced an AmeriCorps employee, Liz Cika. She reviewed the topics for the upcoming dinner meetings and announced that there will not be an Ohio County Hands on Ag Day this year at the Ohio County Country Fair.
- Committee Reports
 - Equipment Committee
 - David McCardle reported that he purchased a new jack for the aerator and reviewed a written report that was provided by Victoria White.

2011 Stoltzfus

Had a completely flat tire. American Tire serviced the tire on 6/5 and the tire is now fixed.

Truck

The truck was dropped off at Straub's on 6/11. Waiting to hear from them.

Registration has been renewed for truck as well.
 - Robert Luchetti, Jr. reported that the riding mower is not working. He said he would have it repaired.
 - Veronica Gibson reported on a past due invoice for a manure spreader rental. The manure spreader was rented in March for 5 days. The cooperator has received two past due statements. The total due is \$290. It was decided to send a registered letter to ensure receipt of the invoice. There was a discussion regarding a change in the equipment rental policy for a cooperator to be able to rent after not paying an invoice on time. This will be discussed at the upcoming special meeting.

- O&M Committee
 - Amy Wade stated that the meeting scheduled for tomorrow with the NPCD attorney would not be needed. Items that were to be discussed were resolved.
- High Tunnel Committee – A written report was provided.
 - Abby completed hooking up all of the irrigation in the outside garden beds, it is now set with a timer to water daily.
 - Purchased a few more pepper plants to fill the beds in the high tunnel after the garlic is/was harvested. Plants were on sale at the greenhouse!
 - Tomatoes have been trellised and pruned, more clips were purchased at Yoder's Produce.
 - Plants look very good in high tunnel and garden, we should be getting zucchini and squash to harvest soon.
- Education Committee
 - Katie Fitzsimmons reported on Theileria, a tick-borne disease that affects cattle. Katie would like the NPCD to sponsor an educational meeting for farmers. There was discussion about other sponsors, dates, and location. Katie will provide more information at the July board meeting.
 - Mark Fitzsimmons announced that the 2028 NE NACD meeting will be held at Oglebay Park.
- Grassland Committee
 - Jim Anderson reported that the Grasslands contest will be held September 10 in the Flatwoods area.
- Bee Committee – Victoria White reviewed a written report
 - Events:
 - Pollinator Field Day is planned for Friday, June 26th @ 2 PM at the NPCD Office
 - Four Stations – Pollinators (Gabby Lawinger), Products of the Hive, Open Hive Demonstration, and Bee Biology
 - Organized and planned in conjunction with Tri-State Beekeepers Club
 - Could NPCD provide refreshments and door prizes?
 - Tri-State Bees has budgeted money as well to go towards event
 - Moving Apiary:
 - Spoke with Clark Crumrine (President of Tri-State Beekeepers Assoc.) about moving the apiary to a location chosen by NPCD and they have no problems with it.
 - When bees are moved, use geo-textile fabric to cover a larger area so there is no weed eating or mowing needed around hives.

Old Business

- Upper Grave Creek #7, #8, & #9 – ACNR Mining
 - Amy Wade reported that every time a large rain event occurs, Tom Hart – Marshall County EMA, notifies ACNR.
- Tygarts Valley CD Lawsuit
 - No update.
- Investment of NPCD Funds
 - Chuck Glenn reviewed banks and rates for investment of NPCD funds. **Robert Luchetti, Jr. made a motion to invest \$200,000.00 (PA Dam funds) in a CD at 4.02% for seven months at the 1st Choice Community Federal Credit Union in Wheeling. Seconded by David McCardle. Motion passed.**

- NPCD Annual Plan of Work Due June 30
 - The FY27 NPCD annual plan of work will be reviewed at the special meeting to be held on June 18 at 10:00 am.
- Update Cameras at USDA Service Center
 - The NPCD Foundation will decide what quote to accept.
- Soil Health Program
 - Abby Clegg provided a report regarding soil health testing logistics. The report provided costs to the farmer and the district. **Chuck Glenn made a motion to proceed with the soil health program in the NPCD. Seconded by Robert Luchetti, Jr. Motion passed.**

New Business

- Election of NPCD Officers
 - The assigned nominating committee proposed that all office positions remain the same as FY26 for FY27. **Robert Luchetti, Jr. made a motion for NPCD officer for FY27 as follows – Chairman-Mark Fitzsimmons, Vice Chairman-Jim Anderson, Treasurer-Chuck Glenn, and Secretary-Amy Wade. Seconded by David McCardle. Motion passed unanimously.**
- Elected Supervisors Oath of Office at County Clerk's Office
 - Elected supervisors were reminded to go to their county clerk's office to take their oath of office prior to July 1.
- OM&R Funds Recall by WVCA
 - **Jim Anderson made a motion to return \$743,083.92 plus interest less \$5,000.00 to pay outstanding legal fees pertaining to UGC/ACNR. Seconded by Robert Luchetti, Jr. Motion passed. Amy Wade voted no. Amy feels paperwork for transfer of the dams should be completed at the time of the transfer of the funds.**
 - **Amy Wade made a motion to send a letter to the WVCA of debt related to the dams. Seconded by Jim Anderson. Motion passed.**
- WCWA VISTA – WVU Extension
 - Karen Cox introduced a WCWA AmeriCorps employee. The board informed Karen that she should contact the WCWC.
- State Fair of WV Sign-up
 - Supervisors were reminded to sign up with Heather Duncan to work at the WVACD booth at the State Fair of WV.
- WVACD
 - FY27 Dues
 - **Jim Anderson made a motion to pay \$5,000 for the FY27 WVACD dues. Seconded by David McCardle. Motion passed.** The dues will be paid after the first quarter support funds are received from the WVCA. A letter of intent to pay the dues will be sent to the WVACD.
 - FY27 Directors
 - **David McCardle made a motion to appoint Mark Fitzsimmons and Jim Anderson as the FY27 Directors representing the NPCD. Seconded by Chuck Glenn. Motion passed.**

- FY27 Officer Nominations - None
- Move Bee Boxes
 - **Chuck Glenn made a motion for the Tri-state Bee Association to move the bees to the area of the gazebo and to donate the fabric for a larger space. Seconded by Robert Luchetti, Jr. Motion passed.** Victoria White will coordinate with the Tri-state Bee Association to move the bees as soon as possible.
- Clean Out Garages and Bays
 - Tabled.
- Judge Photos
 - Photos received for the NPCD poster contest will be judged following the board meeting.
- Conservation Agreements
 - Troy Fernandez/Hancock County/8 acres
 - Nathan Kesneck/Hancock County/5.17 acres
 - Eric & Stephanie Beatty/Hancock County/5 acres
 - Jonathan Duggan/Ohio County
 - Kim & Colleen Soehnlein/Ohio County/20 acres
 - Melissa Potocnik/Ohio County/.5 acres
 - Mickaela & Marshall Mason/Marshall County/9.5 acres
 - Kaitlyn Groves/Marshall County/12 acres
 - Chad Tubaugh/Marshall County/12 acres
 - Christopher Hartley/Marshall County/120 acres
 - Richard Parsons/Marshall County/270 acres
 - Alan N Crow/Marshall County/385 acres
 - **Jim Anderson made a motion to approve T. Fernandez, N. Kesneck, E. & S. Beatty, J. Duggan, K. & C. Soehnlein, M. Potocnik, M. & M. Mason, K. Groves, C. Tubaugh, C. Hartley, R. Parsons, and A. Crow as new cooperators. Seconded by David McCardle. Motion passed.**
- Ag Enhancement Program (AgEP)
 - Cancellations

Name	Practice	Cost-share Allocated	Reason
Jeremy Bowen	Pasture Division Fence	\$2,000.00	Health Issues
William G Witherow	Invasive Species	\$600.00	Health Issues
Jeremiah Trinone	Lime	\$750.00	Cooperator Request
Melissa Schwing	Water System	\$2,000.00	Cooperator Request
Tammy Clark	Pasture Division Fence	\$2,000.00	No Response from Cooperator
Bennie Parr	Lime	\$227.50	No Response from Cooperator

David McCardle made a motion to cancel the AgEP contracts for J. Bowen, W. G. Witherow, J. Trinone, M. Schwing, T. Clark, and B. Parr. Seconded by Jim Anderson. Motion passed.

○ Payments

Name	Practice	Payment Amount
John A Bierce II	Lime	\$548.70
Lewis Hopkins	Pasture Division Fence	\$2,000.00
Thomas Gibson	Urban Ag	\$211.54
Mark Fitzsimmons	Heavy Use Area Protection	\$858.00
Richard J Gibson	Water System	\$1,452.00
Bradford Robertson	Pollination	\$165.00
Jordan Frye	Pasture Division Fence	\$2,000.00
John or Thomas McCombs	Water System	\$2,000.00

David McCardle made a motion to pay for the completed AgEP contracts as presented for J. Bierce II, L. Hopkins, T. Gibson, M. Fitzsimmons, R. Gibson, B. Robertson, J. Frye, and J. or T. McCombs. Seconded by Chuck Glenn. Motion passed.

Correspondence – None

Supervisor Reports - None

NEXT MEETING

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

There being no further business, the meeting was adjourned at 12:45 p.m.

Mark Fitzsimmons, Chairman

Amy Wade, Secretary

Minutes submitted by Veronica Gibson