

**TYGARTS VALLEY CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING  
Meeting Minutes of January 29, 2018**

The Tygarts Valley Conservation District Board of Supervisors held a regular board meeting on January 29, 2018 at the District Office in Philippi. The meeting was called to order by Chairman Findley at 9:00 am.

**Supervisors Present:** David Bonner, James Dean, Sheldon Findley, James Nester, John Sencindiver. Joseph Shaffer, Sigrid Teets, Donnie Tenney, and Robert True

**Supervisors Absent:** Joe Gumm

**Others Present:** Candice Stone-WVCA, Suzie Steele-WVCA (via video), Jeremy Salyer-WVCA, Joyce Frey-TVCD, Dan Elliott-TVCD, Ben Collier-NRCS, Caleb Smith-WVCA, Doug Bush -Visitor

**Pledge of Allegiance was led by Mr. Shaffer.**

**Reading/Approval of the Agenda/Minutes:**

January 29, 2018 Agenda: **Mrs. Teets moved to approve the agenda as presented; Mr. Nester seconded; motion carried.**

December 13, 2017 regular meeting minutes: **Mr. Tenney moved to approve the minutes as reviewed; Mr. Shaffer seconded; motion carried.**

**Introduction and/or recognition of visitors:** Doug Bush Upshur County Farmer.

**Treasurer Report:** Ms. Frey reviewed her reports (copies attached). **Mr. Nester moved to accept the General and Co-Admin Reports as presented and file for audit; Mr. Shaffer seconded; motion carried.**

**District Conservation Technician & Work Crew Report:**

**Mr. Elliott** reported that his crew will be finishing up on the barn project in Belington this week, Shook's Run should be finished up today and they are working on a parking lot and boat ramp near Lost Creek for DNR. He also proposed that we sell the old truck due to antifreeze and other issues and purchase a newer truck for the crew. The truck in question to purchase is a 2007 Dura Max crew cab for \$8,675.00. **Mr. Shaffer moved to approve the purchase of the newer truck and sell the old truck; Mr. Nester seconded; motion carried.** **Mr. Elliott** will be meeting with his staff on February 9 to go over all employee policies and procedures.

**District Manager Report:**

**Suzie Steele** reported that things are going well. No issues to report.

**Report of Officers and Agencies:**

**WVCA:** **Mr. Salyer** reported that all policy and procedure handbooks should be updated. Ag Enhancement funding allocation factors will stay the same, fiscal year 19 will be based off fiscal years 15-17. Caleb will be going to the Morgantown office and TVCD will be receiving a full-time employee here. Ag Days February 7 starting at 7:30am shuttle will be leaving Laidley Field at 7 am and running every half hour to the event. All financial disclosure statements are due by February 1.

**WVU Extension:** None

**NRCS:** **Mr. Collier** reviewed his report. (copies attached)

**FSA:** (copy attached)

**WesMonTy RC&D:** **Mrs. Teets** reported that funding has been mailed out. Deadline for funding for FY19 is January 31, 2018. She will be showing a video at the next Eat & Reap Dinner on Innovation Grants. The next meeting will be February 20 @ Weston Steak House.

**WVDOF:** None

**Others:** None

**Correspondence received:** DEP ICG Tygart Valley, LLC Renewal 2, Permit O-2017-06 Knottsville District, Taylor County; DEP-Power Mountain Contura, LLC-Renewal, Permit O-3014-99, DEP Elkwater Fork EAP Certificate of Approval; 2 Brickstreet Approval Notifications

**Old Business**

- **Old Business**

- ***Farmland Preservation*** – Mike Hicks to purchase an easement on farm.
- ***SPRP/OM&R (Ongoing/Update)***
  - ***Work Pending: None***
  - ***Completed Work/Invoices: None***
- ***MOU Development with WVCA for EWP Response (Ongoing/Update)***-Ms. Frey handed out copies of the agreement to all supervisors. It was stated that all travel time over 1 hour should be preapproved. With this agreement it was stated also that the district will be able to accept or decline which jobs they are going to do. **Mr. True moved to accept the agreement; Mr. Bonner seconded; motion carried.**
- ***Spencer Invoice Update (Ongoing/Update)***
- ***NRCS Elkwater soil core storage (Ongoing)***.

**Committee Reports:**

**Building/Finance/Budget Committee:** Ms. Frey stated that there are quite a few completed jobs that the district is waiting on payment. Most payments should be received soon.

- **Past due accounts** - Ms. Frey reviewed the past due accounts. Policy Update:
  - 1. Send original Bill as soon as possible after work has been completed.
  - 2. Send statement the 1<sup>st</sup> of the following month.
  - 3. Send statement with service charge added and a registered letter stating legal action will be taken.
  - 4. Ten days after receipt of the registered letter take to magistrate to collect.
- **Building repairs and maintenance (Ongoing/update)** - Mr. True stated that the basement is completed and stairs need to be put in. Air conditioning and heating system is going to need to be replaced and that 10% of the rent monies should be set aside for these repairs. **Mr. Shaffer made a motion to set aside the 10% of rent monthly for building repairs and maintenance; Mr. Nester seconded; motion carried.**
- **NRCS Lease Renewal (Ongoing/update)**-The renewal has been signed and returned to NRCS.

**Equipment/Safety Committee:** Mr. Nester

There are several price changes to the equipment as follows

- Mulcher was \$35.00 per day now \$75.00 per day
  - Hydroseeder was \$55.00 per day now \$75.00 per day
  - Skid Steer was \$115.00 per hour now \$100.00 per hour
  - Skid Steer was \$115.00 per hour now \$100.00 per hour this is to be reviewed again in July 2018.
- Sale and/or purchase of district equipment (Ongoing/Update) - None
  - Equipment repairs (Ongoing/Update) – None

It was discussed that all equipment being used should have \$5.00 per hour for each piece of equipment on the job site for purchase and or repairs to equipment.

**Mr. Shaffer made a motion to set aside \$5.00 per hour for each piece of equipment being used for repairs, Mr. Tenney seconded; motion carried.**

**Mr. Elliott** informed the board that crews will be working up to 11 hours per day including travel time to lessen the hours they are traveling, also during lunch time someone will be operating the machinery so that there is no down time. on OM&R work.

**Mr. Shaffer made a motion to allow the crews to work the 11-hour days, Mr. Tenney seconded; motion carried.**

#### **Education/Publicity/Exhibit Committee:**

- There will be a committee meeting on February 16 @ 10am. **Mr. Collier** will help the district with the nominations for Conservation Farmer of the year. There will be a tack swap here on June 2 from 10 am – 2pm, food will be sold by the Bee Keepers Association as well as popcorn and drinks will be available. Bee Keeping class in Upshur County beginning February 13.

#### **Legislative Committee - None**

**Grassland/AEP Committee - Mrs. Teets** reported they have not met since the last board meeting.

#### **Conservation Agreements:**

- Kevin Hawkins - Upshur County
- Mike and Terry Bullough Barbour County

**Mr. Shaffer moved to approve the agreement; Mr. Tenney seconded; motion passed.**

#### **AgEP Approvals, Cancellations, Payments:**

- Kody Tucker - Lime - \$1,383.16

**Mrs. Teets moved to approve the payments; Mr. Shaffer seconded; motion passed.**

**Water Resource Committee - Mr. Shaffer** reported that Buckhannon is receiving a grant for a 1-million-dollar upgrade to extend the city water line with 3 monitoring stations.

**WVACD Directors Report** – National Grazing Conference is once every 3 years, Chairman Findley asked if Mr. Dean would attend. if we want someone to attend we need to get our nomination submitted. All supervisors need to make a list of any road signs that are missing for the Tygarts Valley Conservation District.

**Personnel Committee - Mrs. Teets moved to go into executive session per WV state code 6-9A-4a to discuss the personnel issues; Mr. Shaffer seconded; motion carried.** Board went into executive session at 11:20 am. **Mrs. Teets moved to reconvene the regular meeting at 11:45 pm; Mr. Shaffer seconded; motion passed.**

- Employee Raises: **Mrs. Teets moved to give raises to the 4 employees as requested; Mr. Shaffer seconded; motion passed.**
- Eliminate Mechanic Position: **Mrs. Teets moved to eliminate the mechanic position with a 2 weeks' notice to the employee; Mr. Shaffer seconded; motion passed.**

#### **New Business**

- Audit Report from Suttle & Stalnaker \$8,000.00: **Ms. Frey** went over the audit and is going to research the outstanding checks. **Mr. True made a motion to pay \$8,000.00 to Suttle & Stalnaker, Mr. Shaffer seconded; motion passed.**
- LOR 1024-08: SCC Approved Employee (Oct. – Dec. 2017) \$7,961.52 **Mr. Secendiver moved to submit the LOR; Mr. Nester seconded; motion passed.**

#### **Supervisor Reports**

**Mr. Shaffer** attended the WesMonTy RC&D Meeting, Committee Meetings, Taylor County Commission Meeting, Equipment and Finance Meeting and reported that the Sheltered Workshop has reopened. He also mentioned that our website needs to be updated.

**Mr. Nester** sent around handouts on safety topics, and attended the WesMonTy RC&D Meeting as well as the Eat and Reap Dinner.

**Mr. Dean** attended Personnel, Building, Equipment and Finance Meetings as well as the Eat and Reap Dinner. He also mentioned that he would like to have financial documents printed off.

**Mr. True** attended the Eat and Reap Dinner, Grassland Strategic Grazing Meeting, Equipment, Building and Finance Meeting, WesMonTy RC&D Meeting, Appalachian Grazing Meeting, and the Ag Days meeting.

**Mr. Bonner** attended Personnel and Equipment Meetings.

**Mr. Tenney** attended the Equipment and Finance Meeting, Envirothon site visit at Cedar Lakes, Eat and Reap Dinner and Buckhannon Watershed Meeting.

**Mrs. Teets** attended the WesMonTy RC&D, Equipment, Finance, Personnel, and Envirothon Committee Meeting. She thanked Joyce for the Quarterly Newsletter and the handouts for the monthly meeting.

**Mr. Sencindiver** thanked everyone for the cards and calls during his illness. He attended the Eat & Reap Dinner, Upshur County Farmland, WesMonTy RC&D, Personnel Meetings. He also requested that the Quarterly reports be completed for the meetings as handouts.

**Public Comment Period:** None

**On motion by Mr. Shaffer, seconded by Mr. Tenney, and being no further business to attend to Chairman Findley declared to meeting adjourned at 12:15 pm.**

**Dates to Remember:**

March 8	Eat and Reap Dinner in Tucker Co @ Senior Center 6 PM
March 15	Appalachian Grazing @ Mon Co. Office
March 19-20	NACD "fly in" Washington DC
March 20	WesMonTy RC&D @ TVCD
March 26	TVCD Board Meeting
March 27	WVCEC Meeting @ WFCD

April 6	Grassland Contest @ Jackson's Mill
April 9-10	WVACD Quarterly Meeting @ Canaan Valley State Park
April 12	Envirothon Training @ Doddridge County Park
April 19-20	WV Envirothon @ Jackson's Mill
April 30	TVCD Board Meeting

June 11-16	Senior Conservation Camp; Camp Caesar
June 18-23	Junior Conservation Camp; Cedar Lakes