

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on January 28, 2019, commencing at 9:00 am at Tygarts Valley District Office in Philippi. The meeting was called to order by Vice-Chairman Donnie Tenney.

Supervisors Present: Joe Shaffer, Joe Gumm, James Dean, Jim Nester, Doug Bush,

WVCA Present: Candice Stone, Sigrid Teets, Jeremy Salyer (via skype)

NRCS Present: Ben Collier, Sara Ward

TVCD Present: Joyce Frey, Dan Elliott

Mr. Shaffer led the group in the Pledge of Allegiance.

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

*January 28, 2019 Agenda;* **Mr. Gumm moved to approve the agenda as presented; seconded by Mr. Shaffer; motion carried.**

*December 19, 2018 Regular Meeting Minutes:* **Mr. Gumm moved to approve the minutes as presented; seconded by Mr. Shaffer; motion carried.**

**Introduction and/or Recognition of Visitors:** Mr. Collier introduced us to his new employee Sara Ward. Ms. Ward was hired through the NRCS Grant that the district was awarded last year.

**Treasurer Report:** Ms. Frey reviewed her reports (copies attached). Mr. Nester requested for us look up information about Robert Spencer's unpaid invoice to discuss at the February Board Meeting. Ms. Frey also informed the board we are still waiting on payment and approval for the Potomac Valley and Valley Head Invoices. She also informed the board that the building will be paid off in July 2019, Case Equipment Lease has 4 years left to pay and we need to start repayment of our Credit Line. Mr. Tenney requested the Credit Line repayment be added to the February Agenda for more discussion. **Mr. Gumm moved to accept the Treasurer Reports as presented and file for audit; seconded by Mr. Dean; motion carried.**

**District Report:** Mr. Elliott reported the crew is working for the City of Parsons cleaning out the channel and completing the job at Pecks Run once the parts come in for the brush cutter on the excavator. He mentioned that there are a few smaller jobs that he is completing estimates for. Mr. Elliott also is meeting with Little Kanawha and Potomac Valley about mowing of the dams this summer. He also said that the crew will be removing logs from a dam for Little Kanawha this summer. Mr. Elliott is going to keep the crew working everyday that he can.

**District Manager Report:** Ms. Stone reviewed her written report (copy attached). Ms. Stone also created a new travel/per diem form in excel which she shared with the board. **Mr. Gumm moved to approve the form; seconded by Mr. Nester; motion carried.** Mr. Gumm asked Ms. Stone to please email to all the supervisors and keep printed copies at the office.

## **Report of Officers and Agencies:**

**WVCA:** Mr. Salyer report is attached.

Ms. Teets gave the board a brief overview of her job duties requested by Mr. Tenney. She mentioned that Lime sign ups ended last Friday, and we received 26 applications. She also has been working on getting funding for Poultry Litter. She has also requested the AgEP committee to meet in the next month to discuss cost share rates for FY20.

**WVU Extension:** None Present

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

**FSA:** None Present

**WesMonTy RC&D:** Mr. Tenney reported they are looking for a new coordinator. He also mentioned they will be working on a video for AgEP Cost Share practices for a grant they have been awarded.

**DOF:** None Present

**Correspondence Received:** Brickstreet, Junior Conservation Camp Letter, DEP Upshur Property LLC Revision #8 & Vindex Energy Revision #3

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## **Old Business:**

**OM&R:** Shooks Run Invoice \$2,000.00 **Mr. Shaffer moved to approve and pay Shooks Run Invoice for \$2,000.00; seconded by Mr. Nester; motion carried.**

**Policy & Procedure Review/Update:** Meeting to go over the Policy and Procedure Handbook will be held on February 4, 2019 @ 9am at the district office.

**Plan of Work Review/Update:** Meeting to over the Plan of Work will be held on February 11, 2019 @ 9am at the district office.

**Request for Service Form Update:** Original wording stated “The Tygarts Valley Conservation District agrees to furnish labor, equipment, and materials as follows. Prices quoted below are ESTIMATES ONLY. The final billing will be based on actual costs at the time the service is rendered and may be more or less than the estimate.” The new wording states: “Job cost as price given”. **Mr. Nester moved to accept the new wording for the Request for Service; seconded by Mr. Bush; motion carried.**

**NRCS Grant Information:** Ms. Stone informed the board that per receiving the grant from NRCS for the Soil Conservationist position that they must appoint supervisors to fill the following roles to receive reimbursement: Grants Administrative Officer, Grants

Processor, Signatory Official and Certifying Official. She also told them they must each have a log in which requires e-Authentication:

- Grants Administrative Office: Findley & Tenney
- Grants Processor: Dean & Bush
- Signatory Official: Sencindiver & Nester
- Certifying Official: Shaffer & Gumm

**Mr. Gumm moved to approve the Grant Roles; seconded by Mr. Bush; motion carried.**

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## **Committee Reports:**

**Building/Finance/Budget Committee:** None

**Equipment/Safety Committee:** Mr. Nester had a safety meeting with the crew regarding cold weather preparedness. Ms. Frey reported that all the vehicles except one have been licensed.

**Education/Publicity/Exhibit Committee:** Mr. Bush reported his 1<sup>st</sup> article was published in the record delta. His next article will be featuring the crew and services offered by the district. Ms. Stone mentioned that each board member needs to be looking at farms in their counties for the 2019 Conservation Farm of the Year. Mr. Collier was asked to help with the list of farms for this year. Mr. Sencindiver reminded us that the Century Farm Applications are due to him by April 1<sup>st</sup>. An Education Committee Meeting is scheduled for February 12<sup>th</sup> @ 9am.

**Legislative Committee:** Mr. Gumm reminded everyone about the breakfast with legislators on January 30. He said it is very important for us to attend and meet with our legislators.

### **Grassland/AgEP Committee:**

- **Appoint Bush to Committee – Mr. Dean moved to appoint Mr. Bush to the AgEP Committee; seconded by Mr. Nester; motion carried.**
- **Poultry Litter – Funding has been requested. New rates and sign up period need to be established. Mr. Dean moved to give the AgEP Committee authority to make decisions about the new Poultry Litter Program; seconded by Mr. Bush; motion carried.** The AgEP Committee will meet on February 12<sup>th</sup> @ 11am.
- **Conservation Agreements-**
  - Paul & Patricia Wilmoth- Barbour County
  - Steven Sponagule – Tucker County
  - Jody Carpenter – Barbour County
  - John Hambrid – Tucker County

**Mr. Shaffer moved to accept the Conservation Agreements as presented; seconded by Mr. Nester; motion carried.**

**Water Resource Committee:** Mr. Shaffer reported there was no meeting held in January and a meeting is to be scheduled for February.

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**Personnel Committee:** None

**WVACD Director Report:** Mr. Tenney reported the Scholarship Live Auction is looking for donations from each district. Items must be turned in by June for the auction in July. He also said they are looking for people to help with the Envirothon. The next Quarterly Meeting will be held on April 22<sup>nd</sup> & 23<sup>rd</sup> at Pipestem State Park.

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## **New Business:**

**SSRP:** Program is on hold

**Evan Workman Invoice:** Mr. Workman reported to Mr. Elliott that he thought his bill was a little high. However, he did sign the Request for Service with the Estimate being \$4,000.00. Mr. Workman did sign his paperwork prior to the board voting to bill all invoices as per estimate. **Mr. Bush moved to leave Mr. Workman's Invoice #2709 as is; seconded by Mr. Nester; motion carried.**

**Dan's Insurance Reimbursement:** Per our Policy & Procedure Handbook Section 8.J. states we pay 60% of an employee's insurance premium. Mr. Elliott was paid for insurance reimbursement in April 2018 and no payment was made after that date. Mr. Elliott is owed insurance reimbursement from May 2018- December 2018 @ \$165.00 per month totaling \$1,320.00. Mr. Elliott must bring in statements to Ms. Frey for insurance reimbursement and future payments. **Mr. Nester moved to pay Mr. Elliott \$1,320.00 for May 2018-December 2018; seconded by Mr. Bush; motion carried.**

**Supervisor Resignations:** Robert True -Barbour County & David Bonner Tucker County **Mr. Nester moved to accept the Resignations of Robert True and David Bonner; seconded by Mr. Bush; motion carried.**

**Secretary/Treasurer:** Mr. Dean was asked to be Secretary/Treasurer due to the Resignation of Robert True. Mr. Dean accepted. **Mr. Bush moved to approve Mr. Dean as Secretary/Treasurer; seconded by Mr. Nester; motion carried.**

## **LOR's**

**#7007 SCC Approved Employee October – December 2018 \$8,460.12**  
**#7010 Gray, Griffith & Mays Invoice #1000080688 FY18 Audit \$3,500.00**

**Mr Shaffer moved to approve LOR #7007 SCC Approved Employee & #7010 Gray, Griffith & Mays for payment; seconded by Mr. Gumm; motion carried.**

## **Supervisor Meetings/Events Attended:**

**Appalachian Grazing Meeting:** Mr. Gumm

**Envirothon:** Nester, Tenney

**WesMonTy RC&D:** Tenney, Shaffer, Nester

Personnel Committee Meeting: Bonner, Dean, Findley, Gumm, Knight, Nester, Shaffer, Tenney, True  
Eat & Reap Dinner: Tenney, Dean  
Quarterly Meeting: Tenney, Nester, Sencindiver, Gumm  
Grasslands: Nester, Gumm

**Public Comment Period:** None

There being no further business to attend to, Vice-Chairman Tenney declared the meeting adjourned at 12:46 PM.

Minutes recorded and prepared by Candice Stone – WVCA District Manager/ASA 3

### **January 28, 2019 Regular TVCD Board Meeting Minutes Summary of Motions**

1. Mr. Gumm moved to approve the agenda as presented; seconded by Mr. Shaffer; motion carried.
2. Mr. Gumm moved to approve the minutes as presented; seconded by Mr. Shaffer; motion carried.
3. Mr. Shaffer moved to accept the treasurer's report as presented and file for audit; seconded by Mr. Gumm; motion carried.
4. Mr. True moved to pay the \$80.00 for Donald Vanoy's CDL physical; seconded by Mr. Shaffer; motion carried.
5. Mr. True moved to allow the crew to fix the brush cutter; seconded by Mr. Bonner; motion carried.
6. Mr. Dean moved to accept the dates and sign ups; seconded by Mr. Shaffer; motion carried.
7. Mr. Nester moved to grant the extension for Georgette Plaughter Heavy Use; seconded by Mr. Bonner; motion carried.
8. Mr. True moved to accept the practices offered as presented; seconded by Mr. Bonner; motion carried.
9. Mr. Dean moved to approve Heavy Use Payments as presented; seconded by Mr. Shaffer; motion carried.
10. Mr. Nester moved to approve the Lime Payments as presented; seconded by Mr. Shaffer; motion carried.