

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on March 25, 2019, commencing at 9:00 am at Tygarts Valley District Office in Philippi. The meeting was called to order by Chairman Sheldon Findley.

Supervisors Present: Joe Shaffer, Joe Gumm, James Dean, Jim Nester, Doug Bush, Donnie Tenney, Keith Knight

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

NRCS Present: Ben Collier

TVCD Present: Joyce Frey, Dan Elliott

Visitors Present: Brianna Morgan, Dale Morgan, Charlie Radabaugh, Larry Foy, Donald Adams

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

Reading/Approval of the Agenda/Minutes:

March 25, 2019 Agenda; **Mr. Shaffer moved to approve the agenda as presented; seconded by Mr. Nester; motion carried.**

February 25, 2019 Regular Meeting Minutes: **Mr. Tenney moved to approve the minutes as presented; seconded by Mr. Shaffer; motion carried.**

Introduction and/or Recognition of Visitors: Brianna Morgan introduced herself to the group and gave a short presentation about Morgan Manor Farms in Upshur County. Dale Morgan and Charlie Radabaugh attended to support Brianna and introduced themselves to the group. Larry Foy and Donald Adams district farmers introduced themselves to the group. Evan Workman introduced himself to the group and discussed his excavation bill with the board. Mr. Workman's estimate was for \$4,000.00, he was billed that amount and he thought it should be less based on the hours worked. The bill was discussed at length and should have cost \$2,982.50. **Mr. Dean moved to bill Mr. Workman the \$2,982.50 due to the work being completed and billed before the new billing was adopted; seconded by Mr. Bush; motion carried.** Ms. Frey will send Mr. Workman a new bill based on this motion. Ms. Shreve introduced herself to the group.

Treasurer Report: Ms. Frey reviewed her reports (copies attached). The Linwood Young Account has been laying dormant and is costing us \$5.00 per month to keep this account open. This account was originally set up to pay for kids to go to Conservation Camp. There is \$159.50 in the account. **Mr. Gumm moved to close this account and use the money for Conservation Camp this year; seconded by Mr. Shaffer.** We also have an emergency savings account and Ms. Frey suggested that once we are financially stable again that we begin putting money into this account for emergency situations. **Mr. Gumm moved to accept the Treasurer Reports as presented and file for audit; seconded by Mr. Dean; motion carried.** Mr. Elliott said that the bill was sent to the City of Parsons and we should be receiving our payment by the end of next week.

Bookkeeper/Education Coordinator Report: Ms. Frey reviewed her report (copy attached). She informed the board of receiving the credit cards for fuel and purchases and we would need to look at adding a Credit Card Policy to our Policy and Procedure Manual. Ms. Frey said that we had to cancel the Eat & Reap Dinner in Parsons last month due to lack of interest. She also mentioned that she and Ms. Stone will be handling the advertising for these dinners next year. Ms. Frey also said that she will be attending the Education Meeting in West Fork on March 26th and Upshur County Ag In the Classroom on May 10th.

District Conservation Technician & Work Crew Report: Mr. Elliott reported the crew is still working for the City of Parsons on the access road to the park and the gabion baskets on Walmsley Run. He has an upcoming job for Ed Utterback and a few jobs that he still needs to go and look at to give estimates. Mr. Elliott reported that he has submitted his estimate of \$227,500.00 for the Harman Creek job taking about 7 weeks to repair the risers. Mr. Elliott reported that if we get the 17-23 dams from Potomac Valley we are going to need another mower. Mr. Elliott and Mr. Nester have been looking at a new tractor and a slope mower. They found a slope mower coming up at Quarrick's Auction on April 4th. **Mr. Tenney moved to approve the purchase of a slope mower from Quarrick's Auction up to \$12,000.00 pending it is in good shape and Mr. Elliott has looked at the dams; seconded by Mr. Nestor; motion carried.** Mr. Elliott reported to complete these pending jobs in a timely manner that he is going to need a slope mower, tractor, boat, trailer for hauling mowers, truck or 15-passenger van to haul the trailer. He will also be hiring additional crew to complete these jobs.

District Manager Report: Ms. Stone reviewed her written report (copy attached). Ms. Stone reminded the board of the upcoming O&M meetings.

Report of Officers and Agencies:

WVCA: Mr. Salyer report is attached.

Ms. Teets reminded everyone that we are still accepting Poultry Litter applications until May 10th. She handed out AgEP Flyers and asked the supervisors to help get the word out about sign ups.

WVU Extension: None Present

NRCS: Mr. Collier reviewed his report (copy attached). Local Work Group will meet May 15th @ 9am.

FSA: None Present

WesMonTy RC&D: Mr. Tenney reported there will be a hiring committee meeting March 26th to review applications. The next RC&D meeting will be April 30th @ TVCD Office. They received more grant applications than there was funding for.

DOF: None Present

Correspondence Received: Brickstreet, DEP Notice: Mettiki Coal Renewal #3 & Carter Roag Coal Company SMA #1, Thank you letter: Paul & Patti Wilmoth

Old Business:

NRCS Grant Information: Ms. Stone reminded the board that they need to be logging in and submitting their information for reimbursement.

Committee Reports:

Building/Finance/Budget Committee:

- **Mary Goldsborough** – Mr. Elliott has contacted her several times about her bill and has had no response. Her bill has also been sent return to sender. Mr. Elliott is going to personally take the bill to her. Mr. Bush offered to go with Mr. Elliott since this is in his county.
- **Heating System** – We received a quote to fix the heat for over \$10,000.00. **Mr. Shaffer moved to put the heating system out to bid; seconded by Mr. Nester; motion carried.** The board asked Ms. Frey and Ms. Stone to send out the bid packages and have them due back by April 26th and will be opened at the board meeting on April 29th.
- **Loan Repayment** – When money is received from the Parson's job we will use it to pay off the loan. **Mr. Tenney moved to pay off the loan in full of accrued interest when we receive payment from Parson's; seconded by Mr. Nester; motion carried.**
- **Gutshall Invoice** – Mr. Gutshall paid his invoice but did send in a note complaining the bill was too high. He said he was informed by workers the amount was wrong and he would be rebilled at lower rate. Mr. Elliott asked Ms. Frey to give him a copy of the bill so that he can discuss this with his crew.
- **Credit Card** – We are getting rid of the debit card. The new credit cards are through Speedway and they are giving us a \$0.15 off each gallon of gas we buy for the first 90 days. The crew will only be able to use their cards for gas and oil. Mr. Elliott and Ms. Frey will be able to use their cards for everyday purchases up to \$2,000.00 per the policy and procedure manual. Anything over this amount requires board approval. The total monthly limit for the cards is \$7,500.00. Ms. Frey handed out a draft of the credit card policy. **Mr. Tenney moved to approve the Credit Card Policy as presented; seconded by Mr. Nester; motion carried with Mr. Gumm opposed.** The approved policy will be added to the district policy and procedure manual and all TVCD Employees will sign they have read and understand the policy.

Equipment/Safety Committee: Mr. Nester had a safety meeting with the crew.

- **Tractor Repairs-** Mr. Elliott reported that an equipment dealer quoted a \$3,000.00 value for the tractor to trade of a new tractor. It was brought up that we can use the tractor for trade but if it is a cash offer that the tractor will need to be put out for bid. **Mr. Shaffer moved to put the tractor out for bid; seconded by Mr. Nester; motion carried.** Bids on the tractor will be accepted until April 26th and opened at the board meeting on April 29th.

Education/Publicity/Exhibit Committee: Mr. Bush reported that he is working on his next article for his Down on the Farm. Ms. Stone reminded everyone to be looking for farms for the upcoming Conservation Farm of the Year and the county tours needed to be completed by the May 20th Board Meeting. Mr. Shaffer asked Ms. Stone to send the list from the February meeting to the board.

Grassland/AgEP Committee:

- **AgEP Agreement-** Mr. Dean moved to approve the AgEP Agreement as presented; seconded by Mr. Nester; motion carried.
- **Poultry Litter-** Ms. Teets requested the AgEP Committee meet on April 5th @ 8:15am to approve the Poultry Litter Applications.
- **Pollinator Planting Payment-**
 - Terri Jo Bennett \$200.00

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

Water Resource Committee: None

WVACD Director Report: The next Quarterly Meeting will be held on April 22nd & 23rd at Pipestem State Park. Mr. Findley will be unable to attend this meeting and Mr. Gumm will be there in his place as proxy.

Personnel Committee: Mr. Tenney reported there was an exit interview conducted last Friday. Mr. Brown said he was leaving for more money. However, he really enjoyed working here and suggested that the equipment be upgraded. Mr. Tenney requested the Personnel Committee meet in executive session at the end of the meeting.

New Business:

Supervisor Travel/Per Diem: Mr. Findley reminded everyone to watch their spending. If you are attending a conference, make sure it is in the best interest of the district and need to give a report at the next meeting. If you are staying over-night out of state, you must have prior approval of the board.

CDO Budget FY20: Mr. Gumm moved to approve the CDO Budget as presented; seconded by Mr. Shaffer; motion carried.

Roger Nestor Memorial Soil Judging Contest: The Roger Nestor Memorial Soil Judging Contest will be held May 9th. This is the old tri district contest and is now a

statewide contest. We agreed last year that each of the 3 districts would pay \$333.33 each year to be sent to Shirley Hyre. **Mr. Gumm moved to send the \$333.33 for the contest; seconded by Mr. Shaffer; motion carried.**

Non-Point Source Project: Ms. Teets was contacted to see if the district would be interested in doing a pilot project to address concerns from the listening sessions held last year. Ms. Teets presented a draft proposal to the board addressing the issue of Hay land Management. The deadline for the draft is April 1st. **Mr. Shaffer moved to approve Ms. Teets to send the draft to Ms. Skaggs; seconded by Mr. Dean; motion carried.**

LOR's

#7008 CD Employee (January – March) \$7,723.86.

Mr Gumm moved to approve LOR #7008 for \$7,723.86/CD Employee for payment; seconded by Mr. Gumm; motion carried.

Public Comment Period: Mr. Findley stated that have the opportunity to make youth associate supervisors. Each county in the district has the opportunity. Brianna Morgan would be a great addition. **Mr. Gumm moved to ask Ms. Brianna Morgan if she would like to be an associate supervisor; seconded by Mr. Nester; motion carried.** Mr. Bush will contact Ms. Morgan to see if she is interested in becoming a youth associate supervisor.

Personnel Committee: **Mr. Tenney moved to go into executive session per WV state code 6-9A-4a; Mr. Gumm seconded; motion carried.** Board went into executive session at 12:45 pm. and ended at 1:20 pm.

There being no further business to attend to, Chairman Findley declared the meeting adjourned at 1:20 PM.

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