

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on July 29, 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 Gumm, James Dean, Jim Nester, Doug Bush, Donald Adams, Joe Shaffer

**Associate Supervisors Present:** Breanna Morgan

**WVCA Present:** Candice Stone, Jeremy Salyer, Sigrid Teets

**NRCS Present:** Ben Collier, Sarah Taylor-Goldizen

**TVCD Present:** Dan Elliott

**Extension Present:** Amanda Johnson

**Visitors:** Haley Cunningham

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

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

*July 29, 2019 Agenda;* **Mr. Shaffer moved to approve the agenda as presented; seconded by Mr. Bush; motion carried.**

June 24, 2019 Minutes: **Mr. Gumm moved to approve the minutes as presented; seconded by Mr. Gumm; motion carried.**

*July 23, 2019 Minutes:* **Mr. Gumm moved to approve the minutes as presented; seconded by Mr. Nester; motion carried.**

**Treasurer Report:** Mr Dean stated that we had to pull \$50,000.00 out of the line of credit to cover the bills and payroll. He also mentioned that he has contacted the bank about the loan for the 2 trucks and trailer. Mr. Elliott asked if the Goldsborough bill has been taken to the magistrate yet. Mr. Tenney is going to contact the Upshur County Magistrate to take care of this matter. The board asked Mr. Salyer and Ms. Stone to contact the Monongahela, Potomac and West Fork District about invoices that have been sent to see where we are at with payments.

**District Conservation Technician & Work Crew Report:** Mr. Elliott presented a PowerPoint Presentation of work the crew has completed. He mentioned that crews working out of town expenses are high. Mr. Elliott informed the board that Little Kanawha is almost completed. We are still waiting on Northern Panhandle to sign their agreement so that work can begin.

**District Manager Report:** Ms. Stone reported that she completed the summer newsletter. She is working NRCS Grant report due on August 1. She has been helping with AgEP and many other tasks due to the Bookkeeper Position being vacant.

**Report of Officers and Agencies:**

**WVCA:** Mr. Salyer reviewed his written report (copy attached). He asked if anyone still needed their ID Cards. The farm tour is set for August 7<sup>th</sup> @ 9:30am and Mr. Salyer needs someone to meet him at the Hampton in Elkins @ 8:30. Mr. Dean and/or Mr. Bush will meet him there for the tour.

**WVU Extension:** Ms. Johnson requested a second building for storage. The board asked her about using the basement. She said that we would have to talk to the County Commission. Please let Jody know the decision of the board.

**NRCS:** Mr. Collier reviewed his report (copy attached). He introduced Sarah Taylor-Goldizen. Ms. Goldizen will serve as Acting District Conservationist for 90 days.

**WesMonTy RC&D:** Mr. Tenney reported that they met in Weston for their last meeting. They are working on a video project. The 1<sup>st</sup> video is on fencing.

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## **Old Business:**

### **OM&R**

- Elkwater Invoice \$12,000.00- **Mr. Gumm moved to approve and pay the Elkwater Invoice; seconded by Mr. Nester; motion carried.**

## **Committee Reports:**

### **Building/Finance/Budget Committee:**

- Ms. Stone informed the board that there is interest in the Old Orders Construction Office to be rented.

### **Equipment/Safety Committee:**

- Mr. Nester had a safety meeting with the crew on the importance staying hydrated and the 360 vehicles walk around.

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

- Mr. Bush is scheduling an education meeting on August 1<sup>st</sup> to discuss upcoming events.

### **Legislative Committee:**

- Mr. Gumm reminded all supervisors to go and meet with the Federal/State Legislators while they are on summer break.
- Legislative Dinner October 24<sup>th</sup> – checking to see if Chapel Hill Church is available.

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

- Mr. Dean requested to schedule a meeting for August 1<sup>st</sup> @ 9am to approve FY20 Allocations.

**WVACD Director Report:** Mr. Tenney reported that we need send someone to the National Conference. He also mentioned the Education Committee needs to do the Photo Contest. It was mentioned in the meetings that all information should be sent to Supervisor's by DM's within 24 hours of receiving it.

## **Personnel Committee:**

- New Bookkeeper/Education Coordinator should begin working in 2 weeks.
  - Mr. Tenney read Ms. Stone job description and asked what she is able to help with as far as the bookkeeping position. Mr. Salyer reminded the board that part of the position is funded by the WVCA. Mr. Salyer also mentioned that there was a segregation of duties between the Bookkeeper and District Manager Position.
  - Mr. Tenney said that the Accountant will need some help with information that will need to be provided by Mr. Elliot and Ms. Stone to set up QuickBooks.
  - QuickBooks online will still need to be purchased.
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## **New Business:**

**Dan's Trailer Rental:** The payments were not approved to be paid due to this would be an ethical violation. Mr. Tenney read us a document about a \$1,000.00 exemption. Mr. Salyer advised the board to seek a ruling from the ethics commission. **Mr. Shaffer moved to ask the ethics commission about the rental of the trailer; seconded by Mr. Nester; motion carried.**

### **Bookkeeper Temporary Assignment:**

The suggestion was made that we hold off on hiring the bookkeeper due to funding issues. In 2 weeks, we are losing 2 employees so the funding will be available by the time she would start. Ms. Stone was asked to call and offer her the position as it was decided in a previous meeting.

**Maple Lawn Accounting:** Mr. Tenney informed the board that Tim Trent with Maple Lawn Accounting could set up QuickBooks, Filing System, and do a Forensic Audit. As well as consulting for QuickBooks for one year. Ms. Stone informed him that he Filing System has already been taken care of. He said the cost would be between \$750.00 and \$1,000.00. **Mr. Nester moved to approve Maple Lawn Accounting to set up QuickBooks and do the audit; seconded by Mr. Adams; motion carried.**

**Local Work Group – 2 projects:** **Mr. Shaffer moved approve the Pollinator Benefits and Locally Grown Food Initiative Projects; seconded by Mr. Bush; motion carried.**

**NRCS Grant Position-** Mr. Collier stated there is about 2 ½ years left on the grant. The position would really help NRCS due to them being short staffed and their current workload. The board is concerned about what benefit the position has to them. **Mr. Nester moved to table this decision until August meeting; seconded by Mr. Adams; motion carried.**

There being no further business to attend to, Vice-Chairman Tenney declared the meeting adjourned.

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