

The **Tygart's Valley Conservation District** Board of Supervisors held a Regular Board Meeting on April 27, 2020, commencing at 9:00 am via skype. The meeting was called to order by Chairman Donnie Tenney.

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

WVCA Present: Candice Stone, Jeremy Salyer, Sigrid Teets, Cindy Shreve

TVCD Present: Dan Elliott, Terrie Hedrick

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

Reading/Approval of the Agenda/Minutes:

March 30, 2020 Minutes; **Mr. Short moved to approve the minutes as presented; seconded by Mr. Nester; motion carried.**

April 27, 2020 Agenda: **Mr. Shaffer moved to approve the agenda as presented; seconded by Mr. Short; motion carried.**

Treasurer Report: Mr. Dean said that we are only paying interest on the loans. He stated his biggest concern right now is that we don't have any money reserve for operating capital. Mr. Elliott had a conversation with Mr. Martin/WVCA stating that they can bill each dam separately and should be able to start working on them as soon as May 18th. **Mr. Shaffer moved to accept the Treasurer Reports as presented and file for audit; seconded by Mr. Nester; motion carried.**

District Conservation Technician & Work Crew Report: Mr. Elliott said the crew is going to hopefully start working on the dams in Potomac Valley and Wheeling by the end of May. He also stated that they would each have to have their own rooms when staying overnight and wear masks if there is more than one person in the vehicle. Mr. Elliott said the one of the employees will be working in the NRCS office painting the floors. He also stated he has several jobs ready to go once they able to start working everyday again.

District Manager Report: Ms. Stone reported that she mailed FY21 AgEP applications to cooperators who have previously signed up in the past. She has been working on combining cooperator folders, updating Facebook and website. Ms. Stone informed the board she is still teleworking and will be in the office on Wednesday to print checks and get the mail.

Report of Officers and Agencies:

WVCA: Mr. Salyer reviewed his written report (copy attached). He also mentioned that Tom Short and Teresa Gerard were approved by State Committee as board members. The July Quarterly Meeting is potentially being moved to Flatwoods. Mr. Salyer is going to check with Potomac Valley to see if they have designated a member of the board to approve O&M invoices for payment.

Ms. Teets stated that today is her 1st day with Mon and West Fork Districts. She will continue to help us as needed. Ms. Teets said the WVU Soil Lab is still open and operating.

WesMonTy RC&D: Mr. Tenney stated that all agreements expect for 2 have been returned. He said they are still looking for a coordinator, there are several reports that need to be submitted.

Old Business:

NRCS Cost:

- Mr. Elliott stated Mr. Nestor said not to worry about the time aspect of the job. Mr. Elliott said that Dusty would be painting the floor in one office and if NRCS gives the go ahead they will paint the rest of the floors.

Direct Deposit:

- Andrea Poling's office stated if they must print some checks and do the rest as direct deposit, they are going to raise their fee from \$80.00 a month to \$120.00 a month. The bank charge will stay at \$10.00 for direct deposit. **Mr. Nester moved to have all supervisors and TVCD employees checks as direct deposit, seconded by Mr. Short; motion carried.** Ms. Hedrick informed the board she would need each of them to fill out a form that will be emailed to them.

Committee Reports:

Building/Finance/Budget Committee:

- Mr. Dean said we are still looking for a housekeeper.

Equipment/Safety Committee:

- **Mr. Nester moved to set the rate of the new Case 145 at \$145.00 per hour; seconded by Mr. Shaffer; motion carried.**

Grassland/AgEP Committee:

- **FY20 AgEP Payments**
 - **Urban Agriculture**
 - Holly Barker \$149.80
 - Erica Flanigan \$90.97
 - **Invasive Species**
 - Matthew Poling \$100.84
 - **Pollinator Habitats**
 - Matthew Poling \$200.00
 - Erica Flanigan \$200.00
 - **Pasture Division Fence**
 - Martin Carpenter \$540.80
 - Jason Foy \$720.00
 - Bruce Loyd \$1,180.95
 - Stephen Ward \$3,200.00
 - **Nutrient Management**
 - William Shomo \$1,200.00
 - Wilda Lynch \$1,136.35
 - Eric Thomason \$1,200.00
 - Timothy Mayle \$1,065.30
 - Jason Foy \$800.00

- Stephen Winslow \$1,200.00

AgEP Payment Approvals- Mr Dean moved to approve all AgEP payments as presented; seconded by Mr. Shaffer; motion carried.

- **Poultry Litter Agreement Approvals:**

- Matthew Auvil 66.9 tons \$1,070.40
- Rita Kennedy 100 tons \$1,600.00
- Robert Gray 88.5 tons \$1,416.00
- Gene Hovatter 100 tons \$1,600.00
- Michael Morris 25 tons \$400.00
- Jeremy Hile 100 tons \$1,600.00
- Nathan Poling 100 tons \$1,600.00

Mr. Dean moved to approve the Poultry Litter Agreements as presented; seconded by Mr. Bush; motion carried.

- **Poultry Litter Payments**

- Mitch Stemler \$1,525.00

New Business:

LOR's:

- #11400 District Support 1st Quarter \$42,469.00
- #11401 District Support 2nd Quarter \$23,398.00
- #11402 District Support 3rd Quarter \$23,397.00
- #11403 District Support 4th Quarter \$16,691.00
- #11420 CD Employee Jan-March \$11,508.83
- #11421 NPS 1693 Litter Transfer \$9,000.00

Mr. Nester moved to approve LOR # 11400/\$42,469.00, #11401/\$23,398.00, #11402/\$23,397.00 and #11403/\$16,691.00 for District Support 1st – 4th Quarters; seconded by Mr. Short; motion carried.

Mr. Shaffer moved to approve LOR # 11420 CD Employee \$11,508.83; seconded by Mr. Nester; motion carried.

Mr. Nester moved to approve LOR # 11421 NPS 1693 Litter Transfer \$9,000.00; seconded by Mr. Shaffer; motion carried.

Terrie Title Change: Ms. Hedrick is requesting that her title be changed from Bookkeeper to Office Manager due to her job duties are more than just being the Bookkeeper. After some discussion the title will be changed to Office Manager/Education Coordinator. **Mr. Dean made a motion to change the title from Bookkeeper/Education Coordinator to Office Manager/Education Coordinator; seconded by Mr. Bush; motion carried.**

Jason Foy: Mr. Short stated that he received a call from Jason Foy regarding the post hole driver and when he picked it up there was no gas in it and the pin was missing. Mr. Elliott stated when Mr. Vannoy checked over the post driver that the battery had been changed out from an Advanced Auto battery to some off-brand battery. He also said that this would not happened again they have welded an extra plate on the machine to make the battery harder to access. Mr. Foy stated that he only used the post driver for 1 day with no issues and was charged for 2

days. He also said the post driver had been returned for over a week when he was made aware of the battery situation. Ms. Hedrick stated she would revise his bill to reflect rental for 1 day.

WVCA Office Lease: Ms. Stone reported that the lease for the WVCA is up in September and they are currently paying \$375.00 a month at \$15.00 per square foot. The WVCA lease is renewed once every 3 years making it up for renewal again September 2023. **Mr. Short moved to approve the current rate at \$375.00 for the next 3 years; seconded by Mr. Bush.** Mr. Tenney asked that we need to look at the cost of utilities per square foot on all rented offices.

Hay Innovative Grant: \$100.00 budget for signs. **Mr. Shaffer moved to approve the \$100.00 sign budget; seconded by Mr. Nester; motion carried.**

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

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