

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on *June 27, 2016* commencing at 9:01 a.m. at the district's office in Philippi, WV. The meeting was called to order by Acting Chairman John Sencindiver.

Supervisors Present: Dave Bonner, Sheldon Findley, Jim Nester, Rex Reeder, Joe Gumm, John Sencindiver, Joe Shaffer, Tom Warner, and Sigrid Teets – TVCD/WesMonTy RC&D.

Others Present: Hillary Woofter – WVCA, Joyce Frey – TVCD, Corey Lambert – TVCD, Robert True, and Jeremy Salyer – WVCA.

Gumm led the group in the Pledge of Allegiance.

Reading/Approval of the Agenda/Minutes:

June 27 2016 Board Meeting Agenda: **Reeder moved to approve the agenda as presented; seconded by Shaffer; motion carried.**

May 23, 2016 Board Meeting Minutes: **Teets moved to approve the minutes as presented; seconded by Reeder; motion carried.**

Introduction and/or Recognition of Visitors: None

Treasurer Report: Frey reviewed her reports (copies attached) and added that the insurance checks for the truck and litter spreader had been deposited into the general account and that she had received the last installment of the RC&D grants. She recommended that the remaining FY16 CDO funds be transferred to the general account to be a reimbursement for her salary. **Reeder moved to use the remaining FY16 CDO funds as a reimbursement for Frey's salary; seconded by Gumm; motion carried.** Frey went on to explain that she would be receiving payment soon from the NRCS for rent. Asked that the supervisors submit their per diem and travel for FY16 as soon as possible so she could close out the fiscal year. **Gumm moved to accept the fiscal reports as present and file for audit; seconded by Reeder; motion carried.** Frey passed around a check register and deposit register for review and initial by the supervisors.

District Report: Lambert reported that in the older side of the building, a light fixture began smoking. Had originally thought it was the AC unit, but was a light ballast after inspection. Cvechko called the fire department. Has since been fixed. Had recently hired a new employee that began the week prior, but was a "no call, no show" today. Unloaded the broken litter spreader up at Workman's and is at the shop for welding. Spoke to Bill Kings about repairing it or trading it in. Suggested the district consider purchasing a 4 ton multi use spreader with brakes. The insurance company is still pursuing BBI for the damages to Workman's loader. As for his work vehicle, Lambert got a window replaced in it and received the title from the adjustor. It is

the wrong type, an S title. Woofter asked why if the district received the wrong title that they were not also given the additional money originally quoted by Lambert at a meeting. Also expressed concerns that the truck is considered illegal to be operated on any roads. Lambert said he will work on getting the title rectified with the WV DMV. Repaired the blades on the Ventrac and new tires are needed on several of the work trucks. Estimates it'd cost \$600-800 per vehicle and hoped that money from the insurance claim should go towards the needed repairs. Frey commented that the money received from the insurance was already deposited into the general account and used for paying general expenses. Lambert is to investigate the purchasing costs of a new spreader versus repairing the existing one. Woofter reminded him of needing three written bids for either option. Lambert agreed to take his findings before the equipment committee. The crew has begun O&M work for other districts and is trying to complete Wright's EQIP job by the coming Thursday. Gave an estimate to LKCD for their O&M and has looked at some debris removal for ECD. Reviewed his outstanding job list (copy attached).

District Manager Report: Woofter reviewed her written report (copy attached) and passed around the monthly bank reconciliations for May 2016 for review and signature.

Dates (District Meetings/Work Sessions) to Remember:

- **June**
 - **Tuesday 28th – NRCS LWG Meeting**
- **July**
 - **Friday 1st – Start of FY2017**
 - **Monday 4th – Independence Day OFFICE CLOSED**
 - **Wednesday 13th & Thursday 14th – WVACD Quarterly Meeting**
 - **Friday 15th – WV Grazing Steering Committee Meeting 10am Weston**
 - **Tuesday 19th – WesMonTy RC&D Meeting**
 - **Monday 25th – TVCD Regular Board Meeting**

Report of Officers and Agencies:

WVCA: *Smith* reported that he had finished the spring AgEP program for TVCD and was currently working on signups for WFCD.

Salyer reviewed his written report (copy attached) and noted that since the report was written, the state legislature had passed a budget. The WVCA had anticipated a 10% cut but only received a 7%. SB1017 passed as well, which will allow supervisors to participate in AgEP. Anticipating that Area 3 farm tour judging would be held during the last week of July or first week of August. In the recent state AgEP committee meeting, allocation 3 was chosen and hopefully districts would be able to submit their LOR for FY17 funding in mid-July. Lastly he added that flooding has been a huge focus of the watershed division. Sencindiver commented that Ed Martin had

recently visited Rob Phillips in Upshur Co. regarding some issues and that he was very thankful for his assistance.

WVU Extension: No report, but Frey commented that Peplowski would be transferring to the Greenbriar County Extension Office sometime in July.

NRCS: Woofter commented that Collier apologized for not being able to attend the meeting due to jury duty, but he provided a written report in his absence (copy attached).

FSA: None

WesMonTy RC&D: *Teets* reported that at the monthly meeting, they discussed the proposed MOU between the SCC, WVCA, and RC&Ds. She had been working on closing out the FY16 projects, noting that they were all completed on time and submitted with reports. There is a good bit of diversity among the project proposals for education events in FY17. Reviewed several of the projects, including working with the Barbour County Fairgrounds to reduce erosion. Submitted a “Pulling Together” grant for \$4,500.00.

DoF: No report but discussed at length the pending cuts to the WV DOF personnel.

Others: None

Correspondence Received: (3) Brickstreet Authorization Decisions for Everson; DEP Pending Mine Permit (Brook Run in Roaring Creek District, Randolph Co.); Glatfelter Claims Management Notification

Old Business:

- **Farmland Preservation** – Next meeting to be held June 30th.
- **Approval of funds for SPRP/OM&R** – No new projects at this time
 - i. **Completed SPRP Invoices for Payment Approval & Processing** – None
- **Conservation Farmer of the Year (Ongoing/update)** - Area judging to be held in late July or early August.
- **Sale of district equipment (Ongoing/update)** – Lambert had not contacted Pyle about putting the equipment up for auction. Asked the board what they would like to do regarding the one ton lime spreader. Nester suggested the board get rid of it, sell it or auction it. **Shaffer moved that Lambert investigate how to auction or sell the equipment with the help of the Equipment Committee; seconded by Reeder; motion carried.** Teets added that the crimper is available to rent out for a fee now that the innovation grant is complete.

- **Elkwater Fork Litigation Funds & Title/Deed Transfer (Ongoing/update)** – Woofter reported that she was still trying to arrange a time for herself, the lawyer, Brian Farkas, and any interested supervisors to have a conference call to discuss the ongoing matters.
 - **EOI for Engineering Services (Ongoing/update)** – Woofter reported that she had requested from Pat Taylor that Potesta prepare a draft of a two year service agreement to go before the board at a future meeting.
 - **Elkwater Dam storage building and mowing (Ongoing/update)** – Gumm reported that they are still working on getting quotes for a smaller building.
 - **District Fuel Card (Ongoing/update)** – Lambert reported that he looked at the options Sheetz has and found that they have a business fleet card. Additionally, Wright has a fuel/business card that can be set up for just gas or oil. Gumm commented that his Woodford Oil account can be used anywhere. Lambert will stop by their offices in Elkins for more information.
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Committee Reports:

Building/Finance/Budget Committee: Findley commented that a budget committee meeting was recently held, and the bottom line is that we need to make more money. Stressed the importance Lambert has in bringing work to the district. Woofter reviewed the motion and handouts from the committee meeting. Frey stressed that it was a pay week and reviewed the outstanding bills for the current pay period. If the board chose the close CD account 11019, the outstanding loan on the Volvo must be paid off. Added that she received about \$30,000 in bills every month. Sencindiver asked what the recommendation of the committee was. Findley responded that if 11019 was closed and the Volvo was paid off, very little money would be left for emergencies. Teets asked if there were jobs from May there were not billed out yet. Lambert replied yes, such as the WVCA invoice. *Discussed at length.* Sencindiver moved that CD 11019 be closed to pay off the Volvo with the remaining funds being placed in the general account to pay regular bills. No second. Sencindiver asked the finance committee to meet as soon as possible to evaluate the district's budget and finance situation. Findley commented that he doesn't feel there's many options. *Discussed at length.* Sencindiver suggested to give authority to the finance committee to act on their decisions without the approval of the full board. Reeder expressed opposition to the idea that a committee make decisions without the input of the full board. Warner expressed concerns that staff may need to be cut. Woofter reminded the board that officers will be changed as well as committees by the end of July.

Equipment/Safety Committee: Nester reported that he held a safety meeting with the work crew earlier that morning. They discussed the protective clothing and safety measures while working on flood cleanup. Requested that the crew members receive a tetanus shot if they ship out for flood cleanup. Lambert is to make sure that their shots are up to date. Findley asked Lambert contact Gene Saurborn about any available flood work.

Education/Publicity/Exhibit Committee: Sencindiver had no report. Frey commented that she had given a presentation on bees and pollinators to the Barbour County 4-H Camp.

Legislative Committee: Gumm commented that it had been a busy season because of the state budget being delayed. *Discussed at length the importance of supervisors talking to their legislators.*

Grassland/AEP Committee: Reeder reported that the next WV Grazing Steering Meeting is planned for July 15th at 10am in Weston. Woofter added that she had sent out reminder e-mails to the other districts.

- **Conservation Agreements:** *None*
- **AgEP Applications:** *None*
- **AgEP Cancellations:** *Refer to handout*
- **AgEP Payments:** *Refer to handout*

Nester moved to pay the contracts as presented and accept the incomplete contracts as canceled; seconded by Reeder; carried.

- **Allocations for FY17 AgEP Program Practices:** *Refer to handout*

Findley moved to approve the allocation percentages for the FY17 practices as presented; seconded by Shaffer; motion carried.

- **Rates and Terms for FY17 AgEP Practices:** *Refer to handout*

Findley moved to accept the proposed changes as presented; seconded by Reeder; motion carried.

- **FY17 AgEP Signup Period:**

- Nester moved to offer a two week signup period from July 18th through July 29th; seconded by Shaffer; motion carried.

Water Resource Committee: Shaffer reported that he had phoned the City of Philippi and there is no progress on the water project. He and Collier were supposed to meet with Mr. Wriggleman on Wickwire Creek but were delayed due to the weather. Met with “Save the Tygarts” watershed group and discussed the lime systems in Sandy Creek.

WVACD Directors Report: No report.

Personnel Committee: No report.

New Business:

- **LOR SCC Approved CD Employee (April- June 2016); LOR FY16 O&M Matching Funds Shooks Run \$2,500.00; and LOR FY16 O&M Matching Funds Elkwater Fork \$10,000.00 -**
 - Sigrid moved to approve and submit the LORs as presented; seconded by Gumm; motion carried.

- **Review nominating committee recommendation for officers and directors -**
 - Sencindiver reviewed Roberts Rule of Order and the district policy in regards to nominations by acclimation of the committee. Per the nominating committee's recommendations, the 2016-2018 TVCD officers are:
 - i. Chairman: Findley
 - ii. Vice-Chairman: Teets
 - iii. Secretary/Treasurer: Reeder
 - iv. WVACD Directors: Sencindiver and Findley
- **Solid Waste Authority Appointees –**
 - Randolph County: Russ McClain
 - Taylor County: Mike Bolyard
 - Tucker County: James Alford
 - Upshur County: Mary Gower
 - i. Reeder moved to approve the appointees as recommended; seconded by Gumm; motion carried.
 - Barbour County: Nester moved that Bob True be appointed to the committee once his term as a district supervisor begins on July 1, 2016; seconded by Teets; motion carried.
- **WesMonTy MOU; LOR FY17 RC&D Funding Request; FY17 TVCD Plan of Work; TVCD Policy and Procedure Handbook Revisions –** Tabled until next meeting.

Report of Individual Supervisors:

Gumm- Will attend SCC meeting on July 12th and put forth the RC&D MOU. Will leave for the NE NACD Conference on July 14th. Still planning on hosting a delegates meeting out in the Eastern Panhandle in the fall to showcase the state's dam rehab projects.

Shaffer- Surprised that there was a small tornado in Barbour County with the recent storms. Inspected the damage in the area.

Warner- Thinks the district will need to make drastic cuts in order to survive. Today was his last meeting and thanked everyone for working with him.

Teets- Will send a summary of all the RC&D reports. The work on the Shooks Run culvert is ongoing. Attended the Budget, Nominating, and AgEP committee meetings. Visited Sickler Farms with Woofter in preparation of the Area 3 judging.

Bonner- Attended the nominating committee meeting and thanked Findley for agreeing to take the position of District Chairman.

Sencindiver- Thanked the nominating committee for their recommendations. Will attend the WVACD quarterly meeting in July.

Public Comment Period: None

There being no further business to attend to, Acting Chairman Sencindiver declared the meeting adjourned at 11:44 am.

Secretary

Minutes recorded and prepared by Hillary Woofter – WVCA District Manager/ASA 3.

June 27, 2016 Regular TVCD Board Meeting Minutes Summary of Motions

- 1. Reeder moved to approve the June 27, 2016 agenda as presented; seconded by Shaffer; motion carried.**
- 2. Teets moved to approve the May 23, 2016 minutes as presented; seconded by Reeder; motion carried.**
- 3. Reeder moved to use the remaining FY16 CDO funds as a reimbursement for Frey's salary; seconded by Gumm; motion carried.**
- 4. Gumm moved to accept the fiscal reports as present and file for audit; seconded by Reeder; motion carried.**
- 5. Shaffer moved that Lambert investigate how to auction or sell the equipment (312, D5, 1 ton spreader) with the help of the Equipment Committee; seconded by Reeder; motion carried.**
- 6. Nester moved to pay the AgEP contracts as presented and accept the incomplete contracts as canceled; seconded by Reeder; carried.**
- 7. Findley moved to approve the allocation percentages for the FY17 AgEP practices as presented; seconded by Shaffer; motion carried.**
- 8. Findley moved to accept the proposed AgEP payment rates and terms changes as presented; seconded by Reeder; motion carried.**
- 9. Nester moved to offer a two week signup period from July 18th through July 29th for the FY17 AgEP; seconded by Shaffer; motion carried.**

10. Sigrid moved to approve and submit the following LORs as presented; seconded by Gumm; motion carried.

- a. LOR SCC Approved CD Employee (April- June 2016)**
- b. LOR FY16 O&M Matching Funds Shooks Run \$2,500.00**
- c. LOR FY16 O&M Matching Funds Elkwater Fork \$10,000.00**

11. Per the nominating committee's recommendations, the 2016-2018 TVCD officers are:

- i. Chairman: Findley**
- ii. Vice-Chairman: Teets**
- iii. Secretary/Treasurer: Reeder**
- iv. WVACD Directors: Sencindiver and Findley**

12. Reeder moved to approve the following appointees as recommended to the respective Solid Waste Authorities; seconded by Gumm; motion carried.

- a. Randolph County: Russ McClain**
- b. Taylor County: Mike Bolyard**
- c. Tucker County: James Alford**
- d. Upshur County: Mary Gower**

13. Barbour County: Nester moved that Bob True be appointed to the Barbour County Solid Waste Authority committee once his term as a district supervisor begins on July 1, 2016; seconded by Teets; motion carried.