

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on *October 26, 2016* commencing at 9:02 a.m. at the district's office in Philippi, WV. The meeting was called to order by Chairman Sheldon Findley.

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

Others Present: Hillary Woofter – WVCA, Joyce Frey – TVCD, Ben Collier – NRCS, Corey Lambert – TVCD, Jim Roy – WVCA, and Caleb Smith – WVCA.

Gumm led the group in the Pledge of Allegiance.

Introduction and/or Recognition of Visitors: None present.

Reading/Approval of the Agenda/Minutes:

October 24, 2016 Board Meeting Agenda: **Sencindiver moved to approve the agenda as presented; seconded by Reeder; motion carried.**

September 26, 2016 Board Meeting Minutes: **Shaffer moved to approve the minutes as presented; seconded by Teets; motion carried.**

Treasurer Report: Frey reviewed her reports (copies attached). Added that the audit was conducted by Suttle and Stalnacker and the accountant was very particular and thorough. **Reeder moved to accept the fiscal reports as presented and file for audit; seconded by Gumm; motion carried.**

Frey then passed around a summary of the district employees wages and hours as requested per an earlier personnel committee meeting. A check and deposit register was also passed around for supervisor review and signature.

District Report: Lambert reported that he had been making phone calls to try and resolve the equipment that is up for sale. Spoke to the DoH in Buckhannon and their offices are finished for the year. Told to call back in April, but a one-ton truck would be roughly \$3,000.00 based on KBB values. Added that hopefully the district could start the new year with some new vehicles. Amaruso had been working on the dozer and the spreader to get them ready for auction. Spoke to Woodford Oil about setting up a fuel account. Their card is usable at almost any location nationally, but at their locations, you save three cents per gallon. They would bill out every two weeks and would need to work out the tax exemption. There are no usage fees and you can have the cards assigned to an employee or a vehicle, and limits can be set on the cards. *Discussed at length if Lambert's card should have a higher expenditure, if they should be assigned to district vehicles, security issues regarding pin numbers, and if Lambert should have purchasing authority for none fuel items.*

Gumm moved to open an account with Woodford Oil (based upon the proper tax exemptions being granted) with a card being issued to each district vehicle; seconded by Sencindiver; motion carried.

Lambert continued on to report that Lach broke a mirror off a passing car while he was working in French Creek. Had called to report the incident to the Upshur County Sheriff's Office and the district's insurance company. The proper district incident report had been filed. The manual

pump on the Dodge is being worked on by Amaruso, but there is a wiring issue. Hadn't heard back from Andy's Heating regarding replacing the unit in Cvechko's office. Has been having issues with the lighting timer on the building and will discuss further with True (Building Committee Chair). Teets addressed how there is still the ongoing matter of the NRCS' server room door not opening from the inside. Lambert said he has been working with Collier to investigate the door jam. Was unable to provide an updated "Work List" due to time constraints, but the O&M/dams have been completed except for LKCD. LKCD will be installing a trash boon to collect the debris as it approaches the riser. The crew will be doing some brush removal on Pecks' Run. Has looked at a few brush removal jobs on local farms. Hasn't had any approved AgEP contracts approach him for estimates.

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

Dates (District Meetings/Work Sessions) to Remember:

- **October**
 - **NRCS Local Work Group Meeting – Monday 24th @ 1pm TVCD Office**
 - **TVCD Annual Banquet – Thursday 27th @ 6:30pm Tucker County High School**
- **November**
 - **WVU Women in Ag Conference – Friday 4th & Saturday 5th @ Glade Springs**
 - **Election Day – Tuesday 8th**
 - **Veteran's Day – Friday 11th**
 - **TVCD Regular Board – Monday 14th @ 9:00am TVCD Office**
 - **WesMonTy RC&D – Tuesday 15th Location TBD (Upshur County)**
 - **WV Conservation Ed. Council – Wednesday 16th 10:00am WFCD Office**
 - **Thanksgiving – Thursday 24th OFFICE CLOSED 24th & 25th**

Report of Officers and Agencies:

WVCA: *Smith* attended the Randolph County Farm Bureau Annual Banquet and gave a presentation on AgEP. Was able to get several signups for people to receive the district's quarterly newsletter. Has a few trainings planned within the coming month. Has been helping the office assistant at WFCD as the district manager is out on maternity leave through the new year.

Roy reported that there had been two EWPs and one SPRP in WFCD. A gate at the Elkwater Fork Dam was severely damaged by vandals. Will have the TVCD crew use the excavator to try and straighten it, but will also need some welding work. Would like to arrange for the work to be done on October 31st as the Huttonsville Prisoners will be there to mow the dam from October 31st through November 2nd. Intends to schedule them to start the mowing earlier in the season in 2017 and have them mow at least twice.

Woofter asked that the supervisors review Salyer's report in his absence (copy attached).

WVU Extension: *None present.* Frey added that the Barbour County Extension office had no current plans to hire a new Ag Agent due to budget cuts. Woofter to draft letter requesting that they reconsider their decision.

NRCS: Collier reviewed his written report (copy attached) and added that his staff attended the Forest Festival and though the handouts and information supplied by the district was well received and there were many unfamiliar faces.

FSA: None present.

WesMonTy RC&D: Teets reported that the RC&D met the previous Tuesday at WFCD. Martin Christ gave a presentation on 319 programs. Mailed the contracts for the funded FY17 RC&D grants. Finalized her report for the CWMPA. Partially funded by WVU for improvements on the hiking trail at the Barbour County Fairgrounds. At the last RC&D meeting, Sencindiver appointed an area committee to set goals for the council.

DoF: None present.

Others: None present.

Correspondence Received: Brickstreet Authorizations for Everson (6); DEP Pending Mine Permit (Dry Run/Left Fork in Randolph); NACD Membership Dues

Old Business:

- **Farmland Preservation** – Sencindiver reported that the next Upshur County meeting would be later that day. Attended the WV Farmland Protection Conference at Canaan Valley and thought it was very informative. *Discussed at length.*
 - **Approval of funds for SPRP/OM&R – CCR# 5987 DOH (Upshur Co.) Estimated cost \$1,400.00**: Sencindiver moved to approve that the work be done based on the estimate as presented; seconded by Nester; motion carried.
 - **Completed SPRP Invoices for Payment Approval & Processing** – None
 - **Elkwater Fork Litigation Funds & Title/Deed Transfer (Ongoing/update)** – Refer to district manager's report.
 - **Elkwater Dam storage building and mowing (Ongoing/update)** – Gumm reviewed the bids he and Dean had gathered and they were as follows:
 - i. Safetite (Belington): 10'x10' \$1961.00 and a \$3.00 per mile (after first 25 miles) delivery fee
 - ii. McWilliams (Elkins): 10'x10' \$2199.00 or a 10'x12' for \$2399.00 with no set up charge
 - iii. Wragler (Elkins): 10'x12' \$1745.00 that includes the building, delivery and setup. An additional \$2.00 per cinder block to level the foundation would be added**Sencidver moved to approve purchase of the building from Wragler as quoted; seconded by Gumm; motion carried.**
 - **District Fuel Card**- Refer to district report.
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Committee Reports:

Building/Finance/Budget Committee: None

Equipment/Safety Committee: *Nester* held a safety meeting with the crew earlier that morning and discussed “Water Safety: Work and Play.” Added that when it comes to buying a second fuel tank, it isn’t necessary. Thinks it is best to use one fuel and one tank. *Discussed at length on-road vs. off-road fuel and fines.* Lambert will ask Woodford for more information regarding fuel types when he calls about the fuel cards.

- **Sale of district equipment (Ongoing/update)** – *Refer to district report.*

Education/Publicity/Exhibit Committee: *Sencindiver* reported that the committee met following the previous month’s regular board meeting. Had discussed a possible field day at the WV Wildlife Center and how it would relate to the 2017 NACD Stewardship Week theme of healthy soils. *Woofter* to contact for more information. Reviewed the draft of the 2017 education plan of work and added that he would like the district the support a local teacher for their nomination as teacher of the year. *Woofter* added that she recently went hiking at Audra State Park and was happy to report that the cherry tree planted by the district on Arbor Day seemed healthy and undamaged by cicadas.

Legislative Committee: *Gumm* reported that the congressional leaders were on a tour of O&M in PVCD that afternoon. *Discussed at length the WVCA/NRCS definition of rehab vs. repair.* Had nothing to add regarding the upcoming legislative dinner as *Woofter* addressed it in her report.

Grassland/AEP Committee: *Reeder* reported that the WV Grazing Lands Steering Committee held their annual meeting on October 7th. Had very poor attendance. *Woofter* suggested that they utilize the teleconference equipment to encourage more supervisors’ participation.

- **Conservation Agreements:**
 - *Roy Hanline (68 Acres Upshur Co.)*
 - *Howard Howell (Randolph Co.)*

Reeder moved to approve the agreements as presented; seconded by Teets; motion carried.

- **AgEP Applications:** *None*
- **AgEP Cancelations:** *None*
- **AgEP Payments:** *None*

Water Resource Committee: *Shaffer* said that they are installing self-limers on several tributaries of Sandy Creek. Was on a tour with Friends of Save the Tygarts. Talked with *Christ* at the RC&D meeting about Save the Tygarts and their efforts. The group plans to start targeting areas around Junior. Had not received any updates from the City of Philippi regarding the water project. *Woofter* added that she had not been forwarded anything either.

WVACD Directors Report: *Sencindiver* reviewed his notes from the quarterly meeting (copy attached). *Gumm* thanked *Sencindiver* for his detailed report.

Nester moved that a letter be sent to Aspey, requesting that any available decommissioned NRCS laptops be sent to TVCD supervisors for local school distribution; seconded by Gumm; motion carried.

Personnel Committee: *Teets* said that there was no update as the committee had not yet arranged a new meeting time to review the proposed changes to the district paperwork and timesheets. *Findley* questioned if under the new federal guidelines that Lambert has to be switched from salary to hourly and is investigating further. *Teets* reminded committee members that a meeting would need to be scheduled to discuss the changes.

New Business:

- **Discussion on Invasive Species and BMP Handout for Oil & Gas Industry Workers-** *Tabled for next meeting.*
- **MOU Development with WVCA for EWP Response:** Woofter reviewed Salyer's email and Findley expanded on what the MOU would be used for. *Discussed at length.*
Gumm moved to proceed with drafting the MOU with the WVCA and to appoint Findley as council for TVCD; seconded by Sencindiver; motion carried.
- **Bonuses for employees regarding flood work cleanup efforts:** Findley commented that the crew did a great job on their flood cleanup and felt that they deserved commendation for their work. When questioned, Frey reported that she had estimated that TVCD made \$3500.00 on the job. Sencindiver asked if this would be in addition to the annual Christmas bonuses. Findley said that five people would receive the bonus based on their working on the flood cleanup. Frey suggested that Amaruso also receive a bonus for having come in to work on the equipment and keep in good operating condition. Gumm stressed that the district consider the profit they had made. Teets added that the crew employees had been paid overtime, except Lambert.
Sencindiver moved that a one-time bonus of \$200.00 be paid to Amaruso, Cale, Lach, Merino, Lambert and Osborn for flood relief efforts; seconded by Nester; motion carried. (It was agreed that this would be written as a separate check to be given at the Christmas luncheon.)

Report of Individual Supervisors:

Findley: Commented that there is a presumption that the district is making a lot of money. Had been questioned about AgEP contract approvals. Requests that if anyone contacts the district regarding any inquiries to financial reports that it be asked for them to file a FOIA request.

Teets: Attended the Education Committee meeting, Envirothon, and WVACD quarterly meeting.

Nester: On October 28th, a series of workshops is to be held in Moorfield for anyone who is interested in attending. Attended the WVACD Quarterly meeting, RC&D meeting, and EWP meeting.

Shaffer: Attended the RC&D meeting and discussed EQIP with a local farmer.

Sencindiver: Reminded that anyone who was interested in attending that the next WV Envirothon meeting was scheduled for November 2nd at 10am at Jackson's Mill.

Reeder: Attended the WV Grazing Lands Steering Committee Meeting.

Gumm: Reminded everyone that an Appalachian Grazing Conference Meeting is planned for the 27th at MCD's office. Reminded everyone to think of three cooperators from each county to sponsor their registration.

Public Comment Period: None

There being no further business to attend to, Chairman Findley declared the meeting adjourned at 12:05pm.

Secretary

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

October 24, 2016 Regular TVCD Board Meeting Minutes Summary of Motions

- Sencindiver moved to approve the October 24, 2016 agenda as presented; seconded by Reeder; motion carried.
- Shaffer moved to approve the September 26, 2016 minutes as presented; seconded by Teets; motion carried.
- Reeder moved to accept the fiscal reports as presented and file for audit; seconded by Gumm; motion carried.
- Gumm moved to open an account with Woodford Oil (based upon the proper tax exemptions being granted) with a card being issued to each district vehicle; seconded by Sencindiver; motion carried.
- Sencindiver moved to approve that the work for *CCR# 5987 DOH (Upshur Co.)* be done based on the estimate as presented; seconded by Nester; motion carried.
- Sencidver moved to approve purchase of the building from Wragler as quoted (10'x12' \$1745.00 that includes the building, delivery and setup. An additional \$2.00 per cinder block to level the foundation would be added); seconded by Gumm; motion carried.
- Reeder moved to approve the conservation agreements as presented; seconded by Teets; motion carried.
 - *Roy Hanline (68 Acres Upshur Co.)*
 - *Howard Howell (Randolph Co.)*
- Nester moved that a letter be sent to Aspey, requesting that any available decommissioned NRCS laptops be sent to TVCD supervisors for local school distribution; seconded by Gumm; motion carried.
- Gumm moved to proceed with drafting the EWP MOU with the WVCA and to appoint Findley as council for TVCD; seconded by Sencindiver; motion carried.
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