

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on *April 24, 2017* commencing at 9:00 a.m. at the District Office in Philippi. The meeting was called to order by Chairman Sheldon Findley.

Supervisors Present: Sheldon Findley, Dave Bonner, Jim Nester, Joe Shaffer, James Dean, Robert True, Joe Gumm, Donnie Tenney, and Sigrid Teets – TVCD/WesMonTy RC&D.

Others Present: Hillary Woofter – WVCA, Jeremy Salyer – WVCA, Joyce Frey – TVCD, Caleb Smith – WVCA, Ben Collier - NRCS, Dan Elliott – TVCD, and Robert Spencer.

Shaffer led the group in the Pledge of Allegiance.

Findley stated that due to internet issues, Salyer would be given the floor to review the WVCA report. (*Copy attached*) Salyer stressed the deadline for the Conservation Farmer nominations, and the district's need to select an AgEP allocation formula for FY18.

True moved to support Allocation “Option 4” as TVCD’s first choice, and “Option 2” as the second; seconded by Nester; motion carried with Gumm and Shaffer abstaining.

Salyer went on to report that the WVCA was generating an AUP for the AgEP cost-share, and futures updates would be sent to Woofter. Salyer would forward the district's allocation nominations to Skaggs for review.

Reading/Approval of the Agenda/Minutes:

April 24, 2017 Agenda & March 27, 2017 Regular Meeting Minutes: **Nester moved to approve the minutes & agenda as presented; seconded by Shaffer; motion carried.**

Introduction and/or Recognition of Visitors: *Robert Spencer* from Taylor County was introduced, and he went on to review the work done by TVCD on Invoice 2328. He stated that the only debris removed from the pond were cattails, that the work didn't take very long, and the location where they were moved was a mistake. Even on dry weather days, there's water accumulating on the sides where trees were removed. Went on to say that the TVCD work crew didn't pump the pond water level down far enough (roughly 8 ft. of water remained) and that they used the wrong size pump for the job. Elliott commented that he'd like a dry weather day to conduct a site inspection. Spencer went on to say that due to the weather, the only thing the crew can do right now is move the cattails. Teets reviewed the motion approved by the TVCD board at the March 2017 meeting. Spencer said that his disputing the invoice was because the increased costs versus the original estimate were due because of issues created by TVCD, such as the piping. Elliott asked to see the original estimate and the invoice in question. *Discussed at length the work requested on the original estimate versus the scope of what was done.* In summary, Spencer requested that the final bill be reduced, and the slippage be fixed. He offered to pay TVCD \$3,000.00 as he reportedly invested \$6,000.00 out of pocket into the pipes, seeding and hay. Regarding the direction given to the crew by Mr. Spencer, he informed them to “use their best judgement.” Woofter pulled up the job site photos taken by Nester at an earlier site inspection. *Discussed at length.*

Tenney moved to rescind the motion made on March 27th regarding Invoice 2328 and have Elliott, Nester, Shaffer, and the other original supervisors/crew members revisit the job site for a thorough inspection and re-evaluation of costs and work needed to rectify the situation; seconded by Gumm; motion carried with Bonner and Teets in objection.

Treasurer Report: *Frey* reviewed her reports (copies attached). *Woofter* added that the 4th allotments for the CDO and Supervisor Per Diem have been received and the checks will be printed as soon as the district internet and SAGE are stable for access.

Gumm moved to transfer the \$173.00 from the Linwood Young Fund to the general account, in the subaccount for scholarships; seconded by Shaffer; motion carried.

Gumm moved to accept the Treasurer's Report for April as presented and file for audit; seconded by Bonner; motion carried.

District Report: *Elliot* stated that he thought as of 1/1/2017 it is required for businesses to have a defibrillator and will look into the pricing. Is also considering renewing his CPR/1st aid class. Wants to pursue renewing his first responder card and is working on his OSHA 30. Concerned about safety around the property, including building a structure over the fuel tank and putting the wiring underground. Would also like to fix the steps from the office to the shop. Osborn drove over dozer tracks and ground the tires down to the rim. Was given a verbal discipline warning. Wants to encourage equipment checks before going to job sites. *Woofter* commented that a safety checklist for district equipment and job sites are already in place as part of TVCD Policy. Added that they need revision by the Equipment/Safety Committee. Will go with Nester to look at available state equipment and is interested in purchasing a cement mixer. Has been working with *Frey* to organize a "Tack Swap" at the district to encourage business. Asked that the supervisors keep him informed about any issues they have regarding the crew.

Shaffer moved to offer district support for the "Tack Swap"; seconded Teets; motion carried.

District Manager Report: *Woofter* reviewed her written report (copy attached) and passed around the Reconciliation Reports for March 2017 for supervisor review and signature.

Dates (District Meetings/Work Sessions) to Remember:

I. May

- a. Tuesday 2nd Upshur Co. Ag in the Classroom
- b. Tuesday 2nd – Thursday 4th WVCA All Staff Training Camp Dawson
- c. Saturday 6th – Seneca Rocks Discover Nature Day
- d. Wednesday 10th - TVCD Field Day @ French Creek Wildlife Center
- e. Thursday 11th – Tri District Land Judging @ Hannah Farm 9am
- f. Monday 22nd – TVCD Regular Meeting 9am TVCD Office
 - i. NRCS Local Work Group Meeting 1pm
- g. Tuesday 23rd – WesMonTy RC&D Meeting 10am Tucker Co. H.S.
- h. Monday 29th – Memorial Day OFFICE CLOSED

Report of Officers and Agencies:

WVCA: *Please see page one for Salyer's report.*

Smith reported that he had assisted with the Grassland Contest and the WV Envirothon. Is currently working on wrapping up AgEP inspections for TVCD and WFCD will have FY18 signups next month.

WVU Extension: *None present.*

NRCS: *Collier* reviewed his written report (copy attached).

FSA: *None present; see attached report in their absence.*

WesMonTy RC&D: *Teets* reported that they met on the 18th and in that meeting, Donald Tenney was appointed as an At-Large Member. *Teets* thanked *Smith* and *Woofter* for helping her with the pollinator project, as they filmed some video of the site and seeding process. Will be attending a Spring Garden Clinic in Harrison County on May13th from 9-4. The RC&D is considering reducing their meetings to every other month. Will be inviting the WV DEP to help with initial 319 program planning.

DoF: *None present.*

Others: *None present.*

Correspondence Received: Brickstreet authorizations for Everson; Thank you note from Tygarts Valley H.S. FFA; Thank you note from WVU Soils Team; Appointment of Donnie Tenney as Upshur Co. Supervisor; DEP Mine Pending Permit

Old Business:

- **Farmland Preservation** – *No update.*
- **SPRP/OM&R** –
 - **Work Pending:** *Nester* will attend upcoming LKCD board meeting for approval of their O&M work. Regarding future of the Elkwater Dam mowing, Division of Corrections will no longer be allowing their prisoner work detail to do the work. Will need to speak to *Jim Roy* for more details. Still waiting on work orders per 2017 Inspections. *Woofter* and *Salyer* to email *Martin*.
 - **Completed Work/Invoices:** *Elkwater Invoice #2381 \$910.00*
Tenney moved to approve and submit the invoice as presented; seconded by Gumm; motion carried.
- **Elkwater Fork Litigation Funds & Title/Deed Transfer (Ongoing/update)** – *Salyer* reported that everything was accepted by the SCC.
- **MOU Development with WVCA for EWP Response (Ongoing/Update)-** *No update.* *Salyer* asked *Findley* to contact *Saurborn* regarding additional information needed.
- **Spencer Invoice Dispute:** *Please refer to page one.*

- **NRCS Elkwater soil core storage (Ongoing/Update)** – Gumm spoke with NRCS regarding the samples and they need to be kept. Will move them to the TVCD office park basement.
 - **Winslow Invoice Dispute (Ongoing/Update)**- Invoice paid in full, but there is an issue. Cale and Elliott to inspect on a dry weather day.
 - **Topsoil for Community Garden Project (Ongoing/Update)** – No update.
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Committee Reports:

Building/Finance/Budget Committee: True held a committee meeting on April 19th.

- **Building repairs and maintenance (Ongoing/update)**- (See district report)
- **Purchase of dehumidifier and exhaust fan for basement**- True moved to approved the purchase; seconded by Nester; motion carried.
- **Building rental agreements review**- Tenney moved that all new leasing contracts be priced at \$11.00 per square foot; seconded by Gumm; motion carried.
 - Gumm moved that Cvechko's leasing rate be increased to \$10.00 per square foot for the first year upon renewal and then \$11.00 per square foot the year after; seconded by Bonner; motion carried.

Equipment/Safety Committee: Nester held a committee meeting on April 19th.

- **Sale of district equipment (Ongoing/update)** – No update
 - **Purchase ¾ ton Chevy 4WD Truck** – Nester moved to approve the purchase; seconded by Bonner; motion carried.
 - **Sell Truck V – '99 Ford** – Nester moved to approve the sale of Truck V; seconded by True; motion carried.
 - **Trade-in/purchase trailer(s)**- Nester moved to authorize the trade-in of the trailer towards the purchase of a smaller one; seconded by Bonner; motion carried.
- **Equipment repairs (Ongoing/Update)**- No update

Education/Publicity/Exhibit Committee: No report.

- **2017 WVCEC Membership Renewal** – Tenney moved to renew TVCD's status as a Contributing Member for \$50.00; seconded by Bonner; motion carried.
- **2017 WV Envirothon Invoices** – Gumm moved to pay the fees to the WVACD and let them reimburse Tygarts Valley High School; seconded by True; motion carried.

Legislative Committee: Gumm will work on finding a venue for the legislative dinner and will come back before the board next month with available dates. Stressed that supervisors talk to their representatives, especially when dealing with a budget crisis on both state and federal levels. Wants to see local governments and affiliates more involved in monthly board meetings.

Grassland/AEP Committee: No report.

- **FY18 Practice Payout Rates:** (Refer to handout)
Shaffer moved to approved the rates as presented; seconded by Nester; motion carried.
 - **Conservation Agreements:**
 - Robert Collier (Barbour Co., 170 Acres)
 - Nick Gibson (Barbour Co.)
 Shaffer moved to approve the agreements as presented; seconded by Teets; motion carried.
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- **AgEP Applications:** *None*
- **AgEP Cancellations:** *None*
- **AgEP Payments:** *(Refer to attached handout)*

Nester moved to approve the payments as presented; seconded by Bonner; motion carried.
Water Resource Committee: *Shaffer* was unable to attend this year's O&M inspections, but did look at a blockage in Spencer. It has since been referred to WVCA Watershed Division. Hasn't received any updates on the Barbour County Water Project.

WVACD Directors Report: *Findley* reviewed his notes from the April WVACD Quarterly Meeting. They are considering starting a 150-year and 200-year farm program. The state fair was discussed and the sign up for this year is available for DMs to access online. In 2018, Ag Day will be on February 7th. For FY18, the WVCA has a proposed budget cut of 2%.

Personnel Committee: *Teets* reminded the parties involved that employee evaluations need to be done ASAP. *Elliott* expressed a desire to start up internships with ABU, and *Woofter* said that she is available to assist as an alumnus.

•**Personnel Policy Revision (copy attached)-** *Teets* moved to approved the changes as presented; seconded by *Shaffer*; motion carried.

New Business: *None*

Report of Individual Supervisors:

Shaffer: Attended the AV Beef Expo, WesMonTy RC&D, TVCD Personnel Committee meeting, and Spencer site visit.

Nester: Assisted with the Grassland Contest, attended tree planting in Canaan Valley for fallen soldiers.

True: At the Solid Waste Authority meeting, a grant was approved for the facility to be open 24/7 for recycling. Attended the WV Beef Expo, O&M Inspections, RC&D meeting, TVCD committee meetings, and the WV Grazing Steering Committee meeting.

Dean: Attended the TVCD committee meetings and a presentation on aerial spraying.

Bonner: Attended WV Beef Expo, O&M Inspections, and TVCD Equipment Committee meeting.

Tenney: Was sworn-in as supervisor. Would like to expand one educating the public. We need to promote ourselves with brochures and flyers. Will be in ECD for training later in the week.

Teets: Attended Shooks Run O&M, TVCD Personnel Committee meeting, and WV Envirothon.

Findley: Attended WVACD quarterly meeting, TVCD committee meetings, and Earth Day events throughout Taylor County.

Public Comment Period: *None*

There being no further business to attend to, Chairman Findley declared the meeting adjourned at 12:50 PM.

 Secretary

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

April 24, 2017 Regular TVCD Board Meeting Minutes Summary of Motions

- 1. True moved to support Allocation “Option 4” as TVCD’s first choice, and “Option 2” as the second; seconded by Nester; motion carried with Gumm and Shaffer abstaining.**
- 2. Nester moved to approve the March 27th minutes & April 24th agenda as presented; seconded by Shaffer; motion carried.**
- 3. Tenney moved to rescind the motion made on March 27th regarding Invoice 2328 and have Elliott, Nester, Shaffer, and the other original supervisors/crew members revisit the job site for a thorough inspection and re-evaluation of costs and work needed to rectify the situation; seconded by Gumm; motion carried with Bonner and Teets in objection.**
- 4. Gumm moved to transfer the \$173.00 from the Linwood Young Fund to the general account, in the subaccount for scholarships; seconded by Shaffer; motion carried.**
- 5. Gumm moved to accept the Treasurer’s Report for April as presented and file for audit; seconded by Bonner; motion carried.**
- 6. Shaffer moved to offer district support for the “Tack Swap”; seconded Teets; motion carried.**
- 7. Tenney moved to approve and submit Invoice 2381 for \$910.00 for Elkwater Fork as presented; seconded by Gumm; motion carried.**
- 8. True moved to approved the purchase of a dehumidifier and exhaust fan for the office park basement; seconded by Nester; motion carried.**
- 9. Tenney moved that all new office park leasing contracts be priced at \$11.00 per square foot; seconded by Gumm; motion carried.**
- 10. Gumm moved that Cvechko’s leasing rate be increased to \$10.00 per square foot for the first year upon renewal and then \$11.00 per square foot the year after; seconded by Bonner; motion carried.**
- 11. Nester moved to approve the purchase of a ¾ ton Chevy 4WD Truck; seconded by Bonner; motion carried.**
- 12. Nester moved to approve the sale of Truck V (’99 Ford); seconded by True; motion carried.**
- 13. Nester moved to authorize the trade-in of the trailer towards the purchase of a smaller one; seconded by Bonner; motion carried.**

- 14. Tenney moved to renew TVCD's status as a Contributing Member of the WVCEC for \$50.00; seconded by Bonner; motion carried.**
- 15. Gumm moved to pay the Envirothon fees to the WVACD and let them reimburse Tygarts Valley High School; seconded by True; motion carried.**
- 16. Shaffer moved to approved the FY18 AgEP rates as presented (refer to handout); seconded by Nester; motion carried.**
- 17. Shaffer moved to approve the agreements as presented; seconded by Teets; motion carried.**
 - a. Robert Collier (Barbour Co., 170 Acres)*
 - b. Nick Gibson (Barbour Co.)*
- 18. Nester moved to approve the FY17 AgEP payments as presented; seconded by Bonner; motion carried.**
- 19. Teets moved to approved the Personnel Policy as presented; seconded by Shaffer; motion carried.**