

Capitol Conservation District December 2019 Board Meeting Agenda

Wednesday December 18th, 9:00 am 418 New Goff Mountain Rd.-- Cross Lanes, WV 25313 Phone 304.759.0736 email: ccd@wvca.us Attendance

Terry Hudson-Chairman Valerie Thaxton-Treasurer Richard Sams-Secretary Clyde Bailey-Co-Chairman

Sally Shepherd-Supervisor

Sue Brand-District Manager Kim Fisher-Area Director Judith Lyons-Watershed Manager Julie Stutler-NRCS Russell Young-Conservation Specialist

Tony Leadbeter-Associate Supervisor-Not in Attendance

CALL BOARD MEETING TO ORDER---9:00am

APPROVAL OF NOVEMBER BOARD MEETING MINUTES – Clyde Bailey 1st motion & Valerie Thaxton 23nd Motion—All was in favor FINANCIAL REPORTS/INVOICES

* financial reports and supervisor per diem and travel forwarded via email to the financial committee.

 (M) Co-Administered Funds Report, District September Financial Report, Supervisor Per Diem & Travel. Bills to be paid as funds permit and coordinated by office staff and filed for audit Clyde Bailey 1st motion & Valerie Thaxton 2nd motion- all in favor

REPORTS

1. WVCA Report - Kim Fisher-

WVSCC Meeting will be held January 14, 2020 @ 10:30am. 2020 dates for the upcoming WVACD Quarterly Meetings Dates. Review AgEp dates and deadlines. Updated board on the WV Legislative Calendar for the 2020 Session-from January 8, 2020 to March 7, 2020. Ag Day at the capitol is set for January 31, 2020 with breakfast for the Legislators. Discussed the shuttle service will run from 6:30am to 1:00pm for this event. Also, watershed meeting following breakfast. Request for the districts to review and update their District Policy Manuals, encourage Districts to review their CD Employee Manual (if the district has one).

2. WVCA Watershed Report-Judith Lyons Monthly dam inspections are being done.

3. Solid Waste -Rod Loftis— No report.

4. NRCS - Julie Stutler-

Working on training and a grant thru the NACD to hire someone to run the east end garden. Need a letter with all board members signatures for the grant-due January 10,2020.

5. AgEp - Russell Young— Just returned from Nutrient Management training in Maryland



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CONTINUE:

- 6. Supervisor and Committee Reports
 - a. Richard Sams-Nothing to report
 - b. Sally Shepherd—Nothing to report
 - c. Valerie Thaxton-Nothing to report
 - d. Clyde Bailey-
 - 12/10/19-State AgEP Meeting held at Flatwoods 12/18/19-Attended Board Meeting @ Capitol Conservation District
 - e. Chairman Hudson-
 - 11/26/19-Completed the High Tunnel @ Gearry Elementary School.
 - 12/02/19-Meeting on NACD Grant with Julie Stutler-NRCS
 - 12/04/19-Attended the Envirothon Meeting held at Flatwoods, WV
 - 12/10/19-Attended the AgEP Meeting at Flatwoods, WV

12/13/19-Meeting at Cross Lanes office with Sue on office business (IRS) & Julie Stutler with NRCS

NEW BUSINESS:

- 1. (M) AgEp Payment Approvals
 - A. Sally Shepherd Water Tank \$175.49
 - Clyde Bailey 1st motion & Rick Sams 2nd motion to pay \$175.49, All in favor
 - Sally Shepherd rescue herself from the meeting during this time*
 - B. Jon Vernon Water Tank \$ 400.00
 - Rick Sams 1st motion & Clyde Bailey 2nd motion- all in favor
 - C. Bridget Bailey HU \$1000.00
 - Clyde Bailey 1st motion & Rick Sams 2nd motion-all in favor
- 2. (D/M) Invoice from Charleston Daily Mail for running the EOI ad. (Motion to pay)-C. Hudson-
 - Sally Shepherd 1st motion & Rick Sams 2nd motion- all in favor to pay the Invoice for EOI to the HD Media \$1196.41
- 3. (D/M) LOR # 10311 for OM&R State Supplemental Restricted Project-\$157,700.00-Chairman Hudson-
 - Clyde Bailey 1st motion & Sally Shepherd 2nd motion to send the LOR to Guthrie with board meeting minutes



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Continue:

- (D/M) LOR # 10323-\$ 5000.00- Annual Contribution for Flood Control Structures in Kanawha County-Kim Fisher—
 - Clyde Bailey 1st motion & Valerie Thaxton 2nd motion to send LOR to Guthrie along with board meeting minutes
- 5. (D/M) Agreement for Paint Creek Stream Restoration with WVDEP-J. Lyons-
 - Judith Lyons gave a heads up on the possibility of more money could be needed down the road.
- 6. (D/M) Agreement for the Coal River Project-J. Lyons-
 - Judith Lyons let the board know of the possibility of more money could be needed down the road.
- 7. (D/M) Request for donation of \$3000.00 to the Appalachian Grazing Conference-C. Bailey-
 - Clyde Bailey 1st motion & Sally Shepherd 2nd motion donating \$3000.00 toward the speaker at the conference. All in favor
- 8. (D/M) 2020 GSA Mileage Rate-Clyde Bailey-
 - Motion was made to make the mileage rate match the GSA rate starting Jan. 1, 2020,
 - Clyde Bailey 1st motion & Sally shepherd 2nd the motion, all in favor
- 9. (D) Election for upcoming Supervisors 2020-Clyde Bailey-
 - Election for upcoming supervisors for 2020 are Clyde Bailey & Richard Sams for reelection.

UNFINISHED BUSINESS:

- 1. Pollinator Planting Program w/Steve May—Sally Shepherd-Update
 - Sally shepherd still working on the program with Steve May
- 2. Quarterly Meeting April 20 & 21, 2020 Mardi Gras-KRT Rental-Sue Brand-
 - Still working with Allison at Mardi Gras Casino on the quarterly meeting for April 20&21,2020, & the KRT bus for the farm tours
- 3. AgEP Enhancement Program Administration Agreement-updated—Chairman Hudson-
 - Have a continuous sign up period



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CONTINUE:

CORRESPONDENCE:

- a. 2020 Small Farm Conference
 - Move to the January 15, 2020, board meeting

Meeting Adjourns @ 10:35 am

• Mandatory Training Session for all Supervisors Immediately after luncheon

"Next Board Meeting will be held January 15, 2020

"MERRY CHRISTMAS AND HAPPY NEW YEAR!"

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Kichord **Richard Sams**

Clyde Bailey

Shepherd

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APPROVAL OF NOVEMBER BOARD MEETING MINUTES – Sign minutes FINANCIAL REPORTS/INVOICES

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REPORTS

- 1. WVCA Report Kim Fisher
- 2. WVCA Watershed Report-Judith Lyons
- 3. Solid Waste -Rod Loftis
- 4. NRCS Julie Stutler
- 5. AgEp Russell Young
- 6. Supervisor and Committee Reports

NEW BUSINESS:

- 1. (M) AgEp Payment Approvals
 - A. Sally ShepherdWater Tank\$B. Jon VernonWater Tank\$
- 2. (D/M) LOR # 10311 for OM&R State Supplemental Project-\$157,700.00
- (D/M) LOR # 10323-\$ 5000.00- Annual Contribution for Flood Control Structures in Kanawha County
- 4. (D/M) Agreement for Paint Creek Stream Restoration with WVDEP
- 5. (D/M) Agreement for the Coal River Project

UNFINISHED BUSINESS:

- 1. Quarterly Meeting April 20 & 21, 2020 Mardi Gras
- 2. Back rent due for the Conservation District



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CORRESPONDENCE:

A. Training after the Board Meeting for Supervisors on all Programs that the district offers.

Meeting Adjourns @ _

Mandatory Training Session for all Supervisors Immediately after luncheon

"Next Board Meeting will be held January 15, 2020

"MERRY CHRISTMAS AND HAPPY NEW YEAR!"

CCD Board of Supervisors Meeting

December 18, 2019-9:00 AM CCD Conference Room 418 New Goff Mt. Road, Cross Lanes, WV 25313

Please Print Name

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December 2019 WVCA Report

WVSCC Meeting:

The next West Virginia State Conservation Committee meeting will be January 14th @ 10:30 a.m.

2020 Dates for the WVACD Quarterly Meetings

January 21 & 22	Flatwoods
April 20 & 21	CCD/Mardi Gras Casino & Resort
July 20 & 21	EPCD/Harpers Ferry Clarion Inn
October 19 & 20	Flatwoods

AgEP:

- **December 10, 2019** State AgEP committee mid-year meeting to review allocation formula proposals and new practices. ECD conference room 10am
- February 2020- Comments reviewed and forms revised
- March 2020- State AgEP committee meeting to finalize upcoming FY AgEP
- April 2020- Presentation of upcoming FY AgEP to SCC
- **May/June/July 2020** CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs
- June 15 2020– Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

West Virginia Legislative Calendar

January 8, 2020 - First day of session January 27, 2020 - Legislative Rule-Making Review bills due February 11, 2020 - Last day to introduce bills in the House February 17, 2020 - Last day to introduce bills in the Senate February 23, 2020 - Bills due out of committees February 26, 2020 - Last day to consider bill on third reading in house of origin March 7, 2020 - Last day of session

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on January 31, 2020. There will be another Legislative breakfast planned for that morning.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

Water Resources Committee

At the last quarterly meeting the Water Resources Committee voted to support the WVCA plan to hold Watershed Committee meeting to review flooding, stream mitigation and dam repair and maintenance issues throughout the state. Therefore, they moved that WVACD encourage each District to send at least 1 representative to these periodic committee meetings that are scheduled by Gene Saurborn. <u>A new date will be set in January due to schedule conflicts. There will</u> <u>not be a meeting in December.</u>

Watershed LORs

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Agency staff will be contacting CDs that will have O&M work requiring LORs from the supplemental funding received. Please take action on this item quickly even if it requires a special board meeting.

Agreed Procedures Engagement (Audit):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.

2020 WV State Fair Volunteer Schedule

The dates for this year's fair is from August 13^{th} – August 22^{th} . It is suggested that Supervisors contact their District Manager to sign-up for the time period(s) they wish to work.

Budget Update

Faced with a possible \$100 million budget deficit, the governor has informed agencies to expect a 4.6 percent mid-year budget cut. This would amount to a \$551,000 mid-year cut to the WVCA's budget.

The plan is to absorb the cuts at the state agency level and maintain the 14 districts at current appropriations.

Districts should look for ways to trim expenses if the need arises in the FY2021 budget year. We should know more about future budget actions after the governor releases in FY2021 budget in January.



STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION REAL ESTATE DIVISION Parking Section State Capitol Charleston, West Virginia 25302

STATE OF WEST VIRGINIA CAPITOL COMPLEX SHUTTLE SCHEDULE

Monday through Friday

Morning 6:45am to 9:15am Mid-Day 11:30am to 1:15pm Afternoon 3:00pm to 5:15pm

The shuttle departs from Laidley Field beginning at 6:45am serving each of the stops listed below approximately every 10 – 15 minutes.

The tentative shuttle route is as follows:

Laidley Field Capitol Parking Garage Building 3 - North Side of Building (parking lot side) Building 5 - Piedmont Road Building 6 - California Avenue Capitol Building - East Wing, California Avenue Capitol Building - West Wing, Greenbrier Street Cultural Center/Bus Turnaround Back to Laidley Field

The shuttle DOES NOT operate on weekends and state holidays.

For more information regarding the shuttle schedule, please call the Parking Section at (304) 558-3062 or Piedmont Guard House at (304) 558-0248.

Sue Brand

From:	Fisher, Kim
Sent:	Friday, December 6, 2019 12:11 PM
То:	Gibson, Veronica; Cochran, Lori; Nichols,
	Jessica; Pearson, Sherry; Gilbert, Jennifer; Sue
	Brand; Steele, Suzie
Subject:	FW: Capitol Shuttle Service for Ag Day
Attachments:	SKM_C45819120612090.pdf

All,

Please make copies of the attached flyer for your next board meeting. The supervisors will need this information for Ag Day in January.

Thank You

From: Withrow, Belinda <BWithrow@wvca.us> Sent: Friday, December 6, 2019 12:03 PM To: Fisher, Kim <kfisher@wvca.us>; Salyer, Jeremy <jsalyer@wvca.us>; Wayne McKeever <wayne.mckeever@gmail.com>; Timothy VanReenen <hillcrestfarm100@gmail.com>; Bill Stewart <dstewart7552@yahoo.com> Cc: Withrow, Belinda <BWithrow@wvca.us>; Farkas, Brian <bfarkas@wvca.us> Subject: Capitol Shuttle Service for Ag Day

Area Directors: WVCA will run our state vehicle shuttles from 6:30 a.m. until 1 p.m. for Ag Day. If any supervisor is at the Capitol in meetings after 1 p.m. they will need to catch the shuttle back to the Laidley Field parking lot. It runs every 10-15 minutes from the Capitol to Laidley Field. Please have this distributed to all supervisors through your DMs at your next board meetings. Thank you.

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KVRTA Charter Bus Procedures

The new federal regulations (49 CFR Part 604) outline how KVRTA can respond to the community needs in regards to charter bus service has changed. The new regulations became effective on April 30, 2008.

If any person or group requests to charter a KVRTA bus the following steps will apply:

1. The individual/group requesting the charter will be either mailed; e-mailed or faxed the attached Charter Request Form to be completed.

- 2. When the Charter Request Form is returned to KVRTA
 - KVRTA has 72 hours to forward the completed Charter Request Form to all <u>Registered</u> Private Charter Operators (RCP) that have signed up with FTA through their website to serve our area (as of August 1, 2008 over 90 RCP's have registered for our area, only two of those are within the state).
 - Based on the amount of notice, the RCP has any where from 72 hours or up to two (2) weeks to respond to KVRTA saying they would like to be consider for the work or they do not wish to be considered for the work.
 - If one of the registered RCP informs KVRTA that they are interested in performing the work KVRTA is prohibited from performing the charter. In that case the RCP will contact the individual/group that originally requested the charter to inform them of there charges and attempt to negotiate the deal. Even if negotiations break down between the chartering party and the RCP and details cannot be agreed too, KVRTA is still forbidden from performing the work. In such case the chartering party needs may be unmet.

3. If no RCP responds to the completed charter request, or the only responses from are from a RCP who does not want to perform the charter, then and only then can KVRTA book the charter at KVRTA rates.

4. If an out of state/area RCP notifies KVRTA that their firm no longer would like to be forwarded the completed charter request forms, they can inform KVRTA by letter or email requesting that they be removed from the RCP distribution list.

5. As required, KVRTA will upload a report of any charters it has performed quarterly into the FTA Charter Reporting Module - <u>https://ftawebprod.fta.dot.gov/CharterReporting/default.aspx</u>.

Types of Charters KVRTA would be interested in Performing

1. The Type of Service offered by KVRTA:

- A. Incidental Charter Service
- B. Charter service to persons with disabilities
- 2. Geographical Area:

Charters within a 50 mile radius of the city of Charleston, West Virginia.

3. Days and Times:

All day and times, except weekday peak periods (6:30 AM to 9:00 AM and 3:30 PM - 6:00 PM). KVRTA will not provide overnight charter service.

If you would like to charter a vehicle please contact: Mic Peaytt, KVRTA Director of Operations, 304-343-3840, <u>mpeaytt@rideonkrt.com</u>

Kanawha Valley Regional Transportation Authority Charter Rates Effective June 1, 2008

Price Per Hour Per Vehicle Chartered

Hours		Price	Hours	Price
Less Than 3 H	lours \$	\$300.00	6.5 \$	650.00
3.0	\$	300.00	7.0 \$	700.00
3.5	\$	350.00	7.5 \$	750.00
4.0	\$	400.00	8.0 \$	800.00
4.5	\$	450.00	8.5 \$	850.00
5.0	\$	500.00	9.0 \$	900.00
5.5	\$	550.00	9.5 \$	950.00
6.0	\$	600.00	10.0 \$	1,000.00

KVRTA's minimum charter billing period is three (3) hours

All request for charters are taken on a first come/first serve basis. To ensure a contract, a deposit of \$300.00 per vehicle is required before service can be rendered.

Charter rates begin at the time the vehicles marked out and leaves the KVRTA facility (4th Avenue and Stockton Street) and concludes upon the return to the same.

Cancellations must occur prior to 3:00 PM the day before the charter is scheduled. Failure to do will result in full payment of the scheduled charter.

The driver of the charter will not be known until the time of the charter unless a specific driver has been requested in writing is received by KVRTA no less then 24 hours prior to the scheduled charter.

All charters in excess of five (5) hours must allow for a meal break for the driver.

You should mail, e-mail or fax any charter correspondence or questions to:

Mic Peaytt, Director of Operations Kanawha Valley Regional Transportation Authority PO Box 1188 3 Charleston, West Virginia 25324

E-Mail -	mpeaytt@rideonkrt.com
Phone -	304-343-3840
Fax -	304-343-3877

Request For Charter Service

Return Completed Form To: KVRTA, PO Box 1188, Charleston WV 25324

304-343-3840 Fax: 304-343-3877

Administration (FTA). 49 CFR Part 604. Requests for charter service must be made by completing and submitting this form to KVRTA. KVRTA must submit the charter request to all registered charter providers charter provider timely responds to KVRTA concerning your request, then KVRTA may be able to provide the service, if it has the capacity to do so. If a registered charter provider responds to your request, then you and that provider must reach your own agreement for the provision of service. KVRTA has no control over the registration of charter providers, and expressly disclaims any responsibility for the availability or adequacy of service provided by any registered charter provider. at the time of the request; a current list of registered charter providers is available at http://ftawebprod.fta.dot.gov/CharterRegistration//S/wj3muc45msfeh3igg4dyum55)//Default.aspx If no registered Effective April 30, 2008, the Kanawha Valley Regional Transportation Authority's (KVRTA) provision of charter service is subject to rules of the United States Department of Transportation, Federal Transit

	DADT 1 - To be Commisted by Individuals Beauseting & Charter from KVRTA	
Name:		
Address:		
	Number of Passengers:	
	# & Type of Equipment27 - 35 Pas	27 - 35 Passenger Bus(es)
Phone:	24 Passeng	24 Passenger Trolley(s)
Fax:	18 Passeng	18 Passenger Cutaway(s)
Email:	6 Passenge	6 Passenger Lift Equipped Van(s)
	<u>Trip Itinerary (Please provide as many details as possible):</u>	
	PART 2 - To be Completed by Registered Charter Provider	
Driveta Donistarad Charter Drovider	Check me	Signature
	Does not object to KVRTA providing this service	Date
	Part 3 - To be Completed by KVRTA	
Received	Request # Set to RCP Response from RCP	
	KVRTA Charter Rate is \$100.00 per hour, with a three (3) hour minimum	

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Cabell

2022

Hancock

Britney Hervey Farris Charles Pugh

Marshall

James Anderson David McCardle

2022

Boone

Reggie Woodrum

2020

Brooke

Northern Panhandle CD oke Steve Paull

Term Ends

Term

Guyan CD

Lincoln

Ea	Eastern Panhandle CD	
Berkeley	Todd Butler	2020
	Robert Boarman	2020
	Floyd Kursey	2022
Jefferson	Daniel Lutz	2020
	Nancy Lutz	2022
Morgan	James R. Michael	2020
	Robert Dunham	2022

Mingo

Helen Stanley Mike Adkins Bill Stewart

> 2022 2022

Logan

George Mathis

David Webb Adam Rutledge Zackary Winters Ken Brown Ronnie Perdue

2022

Ohio

Mark Fitzsimmons Elizabeth Duvall

2022

2020

Bob Luchetti

2022

John Kovach

Wayne

ason Ekers

2022

Hampshire John Hicks, Sr.

Gerald Sites Frank Weese

James See

2022 2020 2022 Grant

Potomac Valley CD

	Elk CD	
Braxton	Don Burroughs	2020
	Shirley Hyre	2022
Clay		2018
	Rebecca Lilly Appt	2022
Nicholas		2020
	Ken Stowers	2022
Webster	Clark Mollohan	2020
	Mike Smalley	2022

ttle Kanawha CD	
Vacant Position	2016
T.Dale Cunningham	2022
Ivan Banks	2020
Michael Nichols	2022
Thanh Ashman appt	2020
Samuel Sheets	2022
D 01	
Koger Snaver	2020
Rose Ann Adams	2020
Rose Ann Adams Dexter Graham	2020 2022 2020
	Little Kanawha CD Vacant Pesitton T.Dale Cunningham Ivan Banks Michael Nichols Thanh Ashman appt Samuel Sheets

Mineral

Brian Dayton

2022

2020

2022

2020

Pendleton

Dale Walker

Kent Spencer

Charlotte R.Hoover

2022

Hardy

George Leatherman Ronald Miller

P	Monongahela CD	
Marion	Jean Conley	2020
	James McDonald	2022
Monongali	Monongali Richard Abel Appt.	2020
	Mark Myers	2022
Preston	Edward Utterback	2020
	Arthur Mouser	2022

	Southern CD	
Fayette	Randy Prince	2022
	John Brenemen Appt.	2020
McDowell	Vacant Position	2020
	Randall Patton	2022
Mercer	Virgel Caldwell	2020
	Curtis Murphy	2022
Raleigh	F. William Harris	2020
	Oscar Vecellio	. 2022
Summers	Dennis Bailey	2022
	John Farrell	2020
Wyoming	Edsel Ray Lafferty	2020
	Jeffrey Mitchem	2022

Typ	Tygarts Valley CD	Term Ends
Barbour	Keith Knight-Appt.	2020
		2022
Randolph	James Dean	2020
	Joe Gumm	2022
Taylor		2020
	Joe Shaffer	2022
Tucker	James Nester, Sr.	2020
	Donald Adams Appt	2022
Upshur	Donnie Tenney	2022
	Doug Bush	2022

2022	Holly Giovinazzo	
2020	Allen Rush	Wetzel
2022	Wayne McKeever	
2020	Patricia Thomas Appt	Tyler
2022	Audra Cunningham	
2020	Bill Gellner	Pleasants
	Upper Ohio CD	

	West Fork CD	
Doddridge	Doddridge Randy Plaugher	2020
	Jim Foster	2022
Gilmer	Rebecca Jane Collins	2020
	Larry Sponaugle	2022
Harrison	William Coffindaffer	2020
	Philip Osborne	2022
Lewis	William E. McClain	2020
	Steve Hannah	2022

Dorrel Authur	Putnam James V	Charles	Mason Jeremy Grant	Oscar Harris	Jackson Donald
Authur	James Withrow	Charles Lipscomb	Grant	larris	Donald Stephens
2022	2020	2022	2020	2022	2020



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Supervisors Eligible to Run for Election in 2020		KEY		inv Clitten alan't run 2014
Supervisors serving unexpired terms	Supervisors who holding the seat until someone takes the oath	Supervisors who were elected in 2018		
	0			Putnam
	f office to fill the position		Dorrel Authur	James Withrow

Pocahontas Timothy VanReenen

2020 2022 202

Greenbrier Gary Sawyers

Greenbrier Valley CD

Monroe

Gary Truex Carolyn Miller Avery Atkins

Revised 11/6/19 @ 10:54 a.m.

Supervisors appointed to unexpired terms