

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on July 13, 2020, commencing at 9:00 am at the Tygarts Valley Conservation District Office & via skype. The meeting was called to order by Chairman Donnie Tenney.

Supervisors Present: James Dean, Jim Nester, Joe Shaffer, Joe Gumm (via skype), Tom Short, Doug Bush, Teresa Gerrard (via skype), Donald Adams

WVCA Present: Candice Stone, Jeremy Salyer

TVCD Present: Terrie Hedrick

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

Reading/Approval of the Agenda/Minutes:

June 8, 2020 Minutes: **Mr. Nester moved to approve the minutes as presented; seconded by Mr. Short; motion carried.**

July 13, 2020 Agenda: **Mr. Nester moved to approve the agenda as presented; seconded by Mr. Short; motion carried.**

Treasurer Report: Ms. Hedrick reported that several of the dams have been billed. She stated that Potomac has paid \$46,000.00 to date on their dams. We received the line of credit in the amount of \$50,000.00 and have used \$24,200.00 so far. **Mr. Nester moved to accept the Treasurer Reports as presented and file for audit; seconded by Mr. Shaffer; motion carried.**

Office Manager Report: Ms. Hedrick is working on job expense tracking reports for each job. The superfleet card is not working correctly at one of the hotels. Mr. Nester put the rooms on his personal card for the crew to have a place to stay for the week. It was mentioned to put money on the debit card and use it for the hotel rooms.

District Conservation Technician & Work Crew Report: Mr. Nester took the crew over to Potomac and helped get their equipment over and made sure they had a hotel room. Kristin said they were doing a great job on the dams. Mr. Elliott is meeting with Jason over at the City of Parsons they have another \$9,400.00 worth of work that needs to be completed.

Report of Officers and Agencies:

WVCA: Mr. Salyer asked that the nominations for awards be put on the August agenda. He also stated that no agency staff will be attending the Quarterly Meeting.

WesMonTy RC&D: Mr. Tenney stated they have not met since April. Next meeting will be July 21, 2020 at the Philippi Office.

Old Business:

None

Committee Reports:

Building/Finance/Budget Committee:

- None

Equipment/Safety Committee:

- Mr. Nester stated they had a safety meeting regarding heat strokes and reminded the guys to drink plenty of water.

Grassland/AqEP Committee:

- Interviews to replace Ms. Teets have been completed.

Personnel Committee: Mr. Nester moved to go into executive session per WV state code 6-9A-4a;

Mr. Short seconded; motion carried. Board went into executive session at 10:30 am and ended at 12:05 pm.

- Conservation Technician has the authority for seasonal employees to have raises. A report will be given at the next board meeting.
- Work Requests that are filled out 1 copy will go to Dan and a copy to Terrie. If they call back in a note will be added to the file and an email will be sent to all supervisors.
- CDO Report Monthly/ Reimbursement Monthly Reports

Mr. Nester moved to allow the Conservation Technician to give seasonal employees raises, seconded by Mr. Shaffer; motion carried.

New Business:

New Hire Paperwork: New employees are going to work without paperwork being completed.

Terrie Raise (CDL): Ms. Hedrick stated that Mr. Elliott informed her when she used her CDL's she would receive a \$2.00 per hour raise.

October Meeting Date: October Meeting Date moved from October 12 to the October 13 due to a holiday.

Credit Application & Authorized Signatures: Mr. Nester moved to allow authorized signatures as check signers; seconded by Mr. Shaffer; motion carried.

LOR's:

- AgEP FY21 #11443 \$73,000.00 **Mr. Shaffer moved to approve LOR # 11443 \$73,000.00 AgEP FY21; seconded by Mr. Nester; motion carried.**
- CD Employee April-June #11456 \$2,556.06 **Mr. Adams moved to approve LOR# 11456 \$2,556.06 CD Employee; seconded by Mr. Shaffer; 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