

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on March 8, 2021, commencing at 9:00 am at Philippi District Office and via skype. The meeting was called to order by Chairman Donnie Tenney.

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

**WVCA:** Candice Stone, Jared Varner, Jeremy Salyer (via skype)

**TVCD Present:** Terrie Hedrick, Dan Elliott(skype)

**NRCS:** Robbie Shomo

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

**Reading/Approval of the Agenda/Minutes:**

*February 8, 2021 Minutes;* **Mr. Shaffer moved to approve the minutes as presented; seconded by Mr. Gumm; motion carried.**

*March 8, 2021 Agenda:* **Mr. Shaffer moved to approve the agenda as presented; seconded by Mr. Nester; motion carried.**

**Treasurer Report** Money is still limited. There is \$3,651.34 that can be transferred from the saving account to cover money already spent. Check to see if the insurance can be paid monthly vs quarterly. **Mr. Dean moved to accept the Treasurer Reports as presented and file for audit; seconded by Mr. Gumm; motion carried.**

**District Conservation Technician & Work Crew Report:** Mr. Elliott reported that there is still a lot of work to be done on the Rails and Trails. There are several cooperators jobs that need to be completed. Several cooperators have stopped by or called to see where they are at on the list for jobs to be completed. Elliott requested for Hedrick to send a list to him of what needs completed. Tenney request that Elliott and Hedrick get together a week before the meeting, so the board has a current list.

**Administrative Specialist:** Stone reminded the board that she is still currently covering 2 districts and will be changing scheduling as needed to accommodate both boards.

**Report of Officers and Agencies:**

**WVCA:** Varner shared with the board the new allocation formulas. **Short moved to give Dean the authority to vote on the allocation at the next State AgEP meeting. Seconded by Gumm. Motion carried.** Varner has been out with other Conservation Specialists to see how they handle their programs.

Salyer report attached. Asked the following questions:

How do you want your information sent to district supervisors prior to monthly board meetings? Email to all supervisors unless they specifically request for it to be mailed.

District Correspondence? Continue as it has been done. Forward all emails and give information at board meetings.

DRAFT agenda? Send to all board members at least 5 days prior to meeting

DRAFT minutes? Send to all board members within 24 hours of completing meeting

Approved minutes? Put on website within 24 hours of being approved at meeting

Salyer reported to the board that the scope of work does not have to be changed for the board to give Tygarts the option to place give an estimate. It is a good idea if the scope of work is changed so that a private contractor cannot come back on us.

**WVU Extension:** They can have limited in person meetings. He requested to be on the next agenda to report about Poultry litter.

**NRCS:** Shomo reported that they are not to have anyone in the office. They are only allowed one in employee at the office at a time for now.

**WesMonTy RC&D:** Chestnut tree rack cards. We have our signs to put up with the trees. Applications deadline has already passed. Meeting next Tuesday Philippi Office 10am.

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## **Old Business:**

**QuickBooks Update:** Hedrick did not see the list for revenue and expense list. Trent has helped Hedrick with a few issues she has come across. Expenses need broken down by category.

**NRCS Shared Employee Update:** Information was resent again to receive the reimbursement.

**Hay Bale Feeder Sales:** A few people have stopped and looked at them but no interest due to the cost. **Nester moved to drop the prices to \$550.00 on bale feeders and \$850.00 on the observation area. Seconded by Shaffer. Motion carried.**

**Plan of Work:** Shaffer move to approve the 2021-2022 Plan of Work as presented. **Seconded by Bush. Motion carried.**

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## **Committee Reports:**

### **Building/Budget/Finance Committee:**

- NRCS Building renovations that needed to redo. Still have ceiling tiles that need painted, a piece of baseboard is missing, and a door still needs done. Need to have Nestor here to look at this with the board.
- Fuel books and costs. Trying to get an idea as to how much we are spending. There are no books in the trucks, but they are supposed to turn in the receipts. Check to see if we can get an on-road tank vs buying gas all the time.
- Monthly Financial Report- Give as to what is paid vs what comes in. Income/Expense Statement

### **Education Committee:**

- Hicks Century Farm Application- **Shaffer moved to approve Mike Hicks Century Farm Application. Seconded by Bush. Motion carried.**
- Outreach Report- Have some new topic to put on Facebook each month to educate the farmers.

### **Legislative Committee:**

- Make it a point to talk to them especially you new people who may not know what we do. Banquet planned for this Fall as things get back to normal.

### **Grassland/AgEP Committee:**

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- AgEP Application FY22 **Mr. Dean moved to approve the application as presented; seconded by Mr. Short; motion carried.**

**Personnel Committee: Bush moved to go into executive session per WV state code 6-9A-4a to review TVCD Employee; Short seconded; motion carried.**

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## **New Business:**

**Fink Run Litter Clean Up Program:** Runs past Sheetz in Buckhannon. Walmart would provide employees and DOH would give gloves and bags. Sheetz would not return calls. DNR said you have to track the garbage to the person. Bush requested TVCD to sponsor the clean up Saturday April 17 @ 9am at Walmart Parking Lot **Shaffer moved to sponsor the Litter Clean carried; seconded by Bush; motion carried.**

**Dustan Hybrid Chestnut Tree Program:** 50 trees would cost \$1259.16 including shipping costs. They are 23.38 each. They will be 1770.00 including tree protectors. All trees will be shipped to Tygarts to save on shipping costs. Limit 2 trees per person. **Gumm moved to purchase the 50 trees out of CDO funds. Seconded by Bush. Motion carried. Shaffer moved to follow the WesMonTy guidelines for tree sales. Seconded by Short. Motion carried.**

**Bank Interest Rates and Loan Consolidation:** We have 4 loans through the bank. They all have different interest rates. They can be lowered by up to 2 percent individually. Or we can do a consolidated loan for 3.25 percent. We have 2 leases through CASE. The first least is a trade in but the 2<sup>nd</sup> on there is no trade in. There are 3 pieces of equipment leased. Tenney recommended the Finance Committee to meet on these issues. **Shaffer moved to have a Finance Committee Meeting to discuss loans; seconded by Short; motion carried.**

**WesMonTy Correspondence Issues:** Hedrick is going to check the mail and call Dean to come and get mail or scan it to them.

**WVU Extension High Tunnel Sponsorship** Randolph County at Coalton school. Tucker County would be at Davis Thomas and Upshur County is still undecided. They have enough money for the tunnels. They need money for the end caps to close the ends in. They are requesting \$1,500.00 to put the end caps on these. Tenney said they should also apply for WesMonTy funding. **Bush moved for Tygarts Valley to fill out a WesMonTy Grant Application. Seconded by Short. Motion carried.**

**CDO Budget: Shaffer moved to approve the FY22 CDO Budget as presented. Seconded by Gumm. Motion carried.**

**Personnel Plan: Gumm moved to approve the Personnel Plan as presented; Seconded by Bush. Motion carried.**

**Keith Knight Resignation: Shaffer moved to approve Keith Knights resignation. Seconded by Bush. Motion carried.**

There being no further business to attend to, Chairman Tenney declared the meeting adjourned.

Minutes recorded and prepared by Candice Stone – WVCA Administrative Specialist