

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on *February 10, 2016* commencing at 9:03 a.m. at the district's office in Philippi, WV. The meeting was called to order by Vice-Chairman John Sencindiver.

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

Others Present: Hillary Woofter – WVCA, Joyce Frey – TVCD, and Ben Collier – NRCS.

Gumm led the group in the Pledge of Allegiance.

Introduction and/or Recognition of Visitors: None present

Reading/Approval of the Agenda/Minutes:

February 10, 2016 Board Meeting Agenda: **Gumm moved to approve the agenda as presented; seconded by Nester; motion carried.**

January 25, 2016 Board Meeting Minutes: **Findley moved to approve the minutes as presented; seconded by Gumm; motion carried.**

Treasurer Report: Frey reviewed her estimated A/R aging summary and checking balance (copy attached) and noted that due to her computer having crashed the week prior, she had used her last report presented to the board and figured in the recent bills she had received. While the general expenses were OK for this billing period, she noted that roughly \$4,800.00 would be needed by the end of the month to pay the district's loans. Additionally, she expected nearly \$10,000.00 in payments and reimbursements to be received within the coming weeks.

District Report: Nester reviewed Lambert's written report in his absence. (Copy attached) Nester added that he attended the recent O&M meeting held by the WVCA in Flatwoods. Each dam and channel will have a work order prepared that is based on the findings of the annual inspections. The WVCA hopes to develop a five year plan for the structures, and also allow for better financial tracking of expenditures. Per a recent conversation Nester had with Lambert, new tires are needed on Truck T. The board said that since they are a general safety precaution/requirement, he may purchase them as needed without board approval.

District Manager Report: Woofter reported that she had drafted the authorization letter to submit to the banks to add Teets as an authorized signature. Several SPRP and AgEP payments were processed. When Frey's computer crashed, Woofter was successfully able to back up the data to an external hard drive. Proposal requests for the community garden project were sent as requested by the Education Committee. She assisted in writing two RC&D grants for FY17, one being for water quality improvement education and the other for promoting healthy soils. She wrote press releases to the local newspapers for upcoming district events and dinners. She ordered the seeds and bags for the "Backyard Pollinator Program." Assisted Collier with invitations to the LWG meeting to be held later that day. Updates to the websites and databases had been made as needed. Announced the dates for the annual inspections for Pecks Run, Shooks Run, and Elkwater Dam. Additionally, Stickley's meetings with local O&M sponsors had been arranged and per a recent conversation with her, concerns were raised over O&M not having been done by the TVCD work crew for local structures in 2015. *Discussed at length.* Lastly, Woofter added that Salyer's written report was provided in his absence for everyone to review

and the WVCA had the monthly reconciliations prepared for January 2016 and would be passed around for review and signatures.

Dates (District Meetings/Work Sessions) to Remember:

- **February**
 - **Wednesday 10th – NRCS Local Work Group Meeting 1pm**
 - **Thursday 11th – Eat & Reap Dinner in Beverly 6:30pm “Brush & Weed Control”**
 - **Tuesday 16th – WesMonTy RC&D Meeting @ WFCD**
 - **Local Pollinator Workshop 6:30pm TVCD Conference Room**
 - **Monday 29th – TVCD Regular Board meeting 9am**
 - **Personnel Committee meeting immediately following**
- **March**
 - **Thursday 17th – Eat & Reap Dinner in Parsons 6:30pm “Pasture Management”**
 - **Monday 28th – TVCD Regular Board Meeting 9am**

Report of Officers and Agencies:

WVCA: *Smith* introduced himself to the group as it was his first TVCD board meeting. Reported that he had been working on the invasive species signups for AgEP and had arranged to do site visits in the coming weeks.

WVU Extension: None

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

FSA: None

WesMonTy RC&D: *Teets* reported that an RC&D audit committee meeting was scheduled for the next day at 10 am. The RC&D received a \$1700.00 Conservation innovation Grant. She has been working with in PHCWPMA with their invasive species project. With Woofter’s help, she was able to forward them the total lime and invasive expenses and project amounts within TVCD and the progress it’s promoted. Second payments on FY16 grants had been made. Lastly, she commented that she’s looking for volunteers for a reading project with Randolph and Tucker County Elementary Schools.

DoF: *Young* asked that any forestry concerns within the area be forwarded to him.

Others: None

Correspondence Received: AgEP Funding Request from LKCD; WVU Collegiate Soils team Funding Request; FCA Announcement from Louis Aspey – NRCS, DEP Pending Mine Permit Notification

Findley moved to sponsor the WVU Collegiate Soils team with a \$500.00 contribution; seconded by Reeder; motion carried.

Old Business:

- *Farmland Preservation-* Reeder reported that their next meeting would be held the following day at 4:00 pm.
- *Approval of funds for SPRP/OM&R – No new projects at this time*

- Completed SPRP Invoices for Payment Approval & Processing – None at this time
- **Door Replacement with Panic Bar for Spokes:** Woofter reviewed the three estimates Lambert had received for replacing the door. **Findley moved to approve the door be replaced when funding becomes available for the estimated cost of \$2835.00 from Talbott Glass and ask if they will still honor the estimated price, given the delay in project completion; seconded by Nester; motion carried.**
- **Reserve pricing for district equipment open bidding:** Nester moved to approve the reserve pricing on the 312 excavator and D5 dozer as recommended by Lambert; seconded by Findley; motion carried.
- **Quality Machine Invoice for TVCD Lowboy:** Gumm moved to approve the invoice as presented; seconded by Reeder; motion carried.

Committee Reports:

Building/Finance/Budget Committee: No report.

- **Roof repair over Cvechko’s office:** Sigrid moved that Lambert contact a roofer to for an estimate on the needed repairs; seconded by Nester; motion carried.

Equipment/Safety Committee: No report.

Education/Publicity/Exhibit Committee: Sencindiver reported that an Education Committee meeting was held after the last TVCD board meeting and the group primarily discussed the community garden project and the upcoming forestry field day.

- **Community Garden Grant selection:** Teets moved to follow the recommendation of the committee that TVCD fund one new garden project; seconded by Nester; motion carried. Woofter to contact Streets about preparing an estimated cost of the project for submission to the board for review.
- **Date and location for Forestry Field Day:** Young reported that everything was good with Audra State Park for the event to be hosted there. *The group discussed at length the possible dates for the event, topics to be presented and whom invitations should be extended to.* **Gumm moved to approve the event be held at Audra State Park on April 29, 2016; seconded by Reeder; motion carried.**

Legislative Committee: Gumm discussed the changes regarding the NACD fly-in and how instead they hoped to have delegates attend a meeting/presentation in the eastern panhandle to demonstrate the dam rehab and repair needed within WV.

Grassland/AEP Committee: Reeder reported that the next WV Grazing Steering Committee meeting will be held on Friday, April 15th in Weston and he needed volunteers for the grassland contest at the WV Beef Expo.

Conservation Agreements: None

AgEP Applications: Ongoing at this time

AgEP Cancelations:

- **Mark Schumacher (Taylor) Water Development:** Nester moved to accept the contract as canceled; seconded by Reeder; motion carried.

AgEP Payments: None

Water Resource Committee: No report.

WVACD Directors Report: No report.

Personnel Committee: No report.

New Business:

- **RC&D Grant Usage for Bennett Field Day:** Gumm moved to approve the remaining funds from the RC&D grant to be used towards the Bennett field day; seconded by Teets; motion carried.
- **Proposal for Elkwater Fork Funds:** Nester moved to request that the remaining funds for Elkwater be used as follows: Building maintenance, AgEP, then SPRP; seconded by Gumm; motion carried.
- **Request of Shavers Fork monitoring report from WVDNR:** Nester moved that TVCD send a written request to the DNR for the annual report; seconded by Teets; motion carried.
- **EWP Call List:** Reeder moved to approve the EWP call list as presented with the addition of Dan's Marine Service in Grafton; seconded by Gumm; motion carried.
- **Purchase of district cell phone:** Sigrid moved to purchase a district cell phone for use by the district conservation technician; seconded by Gumm; motion carried. Woofter to research phones and plans.
- **Conservation Farmer of the Year:** *No action taken.* County recommendations to be discussed at February 29th meeting.
- **2016-2017 TVCD Personnel Plan:** Reeder moved to approve the plan as presented; seconded by Teets; motion carried.
- **Purchase of new computer for TVCD Bookkeeper/Education Coordinator:** Frey reported that due to the nature of situation, she had contacted Sencindiver before the meeting to inquire about an emergency purchase of a new computer. Woofter reviewed the computer model, specs, and software as was ordered. **Gumm moved to approve the purchase of a new district computer and office software as presented; seconded by Reeder; motion carried.**

Report of Individual Supervisors:

Gumm- Attended the NACD annual conference in Reno and will have a full report at a future board meeting. Trying to work on increasing the advertising and promotion of the NACD.

Reeder- Commented that Justine Woody's husband recently passed away. Attended the Upshur County Hay and Silage Show and thanked Peplowski for judging the event. Roughly 30 people attended this year.

Teets- Filed for candidacy for full four year term as a district supervisor. Thanked Woofter for her help on Facebook to promote the LWG meeting scheduled for later that day.

Nester- Asked that the personnel committee think about the wage status of the district's laborer before the annual evaluations on February 29th.

Sencindiver- Attending WV Envirothon Committee meeting and the next is scheduled for March 2nd at Camp Cesar. Attended Appalachian grazing Conference meeting and the Upshur County Hay & Silage Show. Has had several one on one meetings with Lambert to review his work. Also met individually with Frey and Woofter about their responsibilities within the district.

Public Comment Period: Collier commented that he was thankful for the work done by Dave Cale on the snow removal in the parking lot.

There being no further business to attend to, Vice Chairman Sencindiver declared the meeting adjourned at 11:36 am.

Secretary

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

February 10, 2016 Regular TVCD Board Meeting Minutes Summary of Motions

- 1. Gumm moved to approve the February 10, 2016 board meeting agenda as presented; seconded by Nester; motion carried.**
- 2. Findley moved to approve the January 25, 2016 board meeting minutes as presented; seconded by Gumm; motion carried.**
- 3. Findley moved to sponsor the WVU Collegiate Soils team with a \$500.00 contribution; seconded by Reeder; motion carried.**
- 4. Findley moved to approve the Spokes door be replaced when funding becomes available for the estimated cost of \$2835.00 from Talbott Glass and ask if they will still honor the estimated price, given the delay in project completion; seconded by Nester; motion carried.**
- 5. Nester moved to approve the reserve pricing on the 312 excavator and D5 dozer as recommended by Lambert; seconded by Findley; motion carried.**
- 6. Gumm moved to approve the invoice from Quality Machine for the lowboy repairs as presented; seconded by Reeder; motion carried.**
- 7. Sigrid moved that Lambert contact a roofer to for an estimate on the needed repairs above Cveckho's office; seconded by Nester; motion carried.**
- 8. Teets moved to follow the recommendation of the committee that TVCD fund one new garden project for the NRCS grant; seconded by Nester; motion carried.**
- 9. Gumm moved to approve that the Forestry Field Day be held at Audra State Park on April 29, 2016; seconded by Reeder; motion carried.**
- 10. Nester moved to accept the AgEP contract with Mark Schumacher for a water development as canceled; seconded by Reeder; motion carried.**
- 11. Gumm moved to approve the remaining funds from the RC&D grant to be used towards the Bennett field day; seconded by Teets; motion carried.**

- 12. Nester moved to request that the remaining funds for Elkwater be used as follows: Building maintenance, AgEP, then SPRP; seconded by Gumm; motion carried.**
- 13. Nester moved that TVCD send a written request to the DNR for the annual report on Shavers Fork; seconded by Teets; motion carried.**
- 14. Reeder moved to approve the EWP call list as presented with the addition of Dan's Marine Service in Grafton; seconded by Gumm; motion carried.**
- 15. Sigrid moved to purchase a district cell phone for use by the district conservation technician; seconded by Gumm; motion carried.**
- 16. Reeder moved to approve the 2016-2017 TVCD personnel plan as presented; seconded by Teets; motion carried.**
- 17. Gumm moved to approve the purchase of a new district computer and office software as presented by Woofter; seconded by Reeder; motion carried.**