

The **Tygarts Valley Conservation District** Board of Supervisors held a Regular Board Meeting on *February 27, 2017* commencing at 9:02 a.m. at the District Office in Philippi. The meeting was called to order by Vice-Chair Sigrid Teets.

*Supervisors Present:* Dave Bonner, Jim Nester, John Sencindiver, Joe Shaffer, James Dean, Robert True, Joe Gumm, and Sigrid Teets – TVCD/WesMonTy RC&D.

*Others Present:* Hillary Woofter – WVCA, Jeremy Salyer – WVCA, Joyce Frey – TVCD, Rudy Williams – WVDOF, Caleb Smith – WVCA, Ben Collier - NRCS, Chris Winslow, and Cole Williams.

Gumm led the group in the Pledge of Allegiance.

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

*February 27, 2017 Agenda & January 30, 2017 Regular Meeting Minutes: Sencindiver moved to approve the minutes & agenda as presented; seconded by Nester; motion carried.*

**Introduction and/or Recognition of Visitors:** *Rudy Williams* with the WVDOF introduced himself to the group, explaining that he is the regional forester for our area and the main point of contact resulting from the recent lay-offs. *Moving on, Teets recognized Chris Winslow and reviewed the ongoing issue with the invoice for work done by the TVCD crew. Winslow took the floor and asked if the district had gotten in touch with Lambert. TVCD had not received any replies from him. Winslow said that both the ditches were there when Lambert did the site/job estimate. Teets asked if the crew did what Winslow asked of them and if he was disputing any time or materials as listed on the invoice. Winslow discussed at length his concerns regarding the job and cost. True asked what Winslow is expected to pay versus what the NRCS will pay on the contract. True calculated a \$767.00 difference between the NRCS's contract offer and the invoice as billed.*

*Sencindiver moved to go into executive session per WV state code 6-9A-4a to discuss a finance issue; seconded by Gumm; motion carried. The board went in to executive session at 9:20 AM. Sencindiver moved to resume regular board meeting at 9:33 AM; motion carried.*

**True moved to reduce the amount due on Invoice 2333 to Chris Winslow from \$4,667.61 to \$3,900.00; seconded by Shaffer; motion carried.**

*Winslow stated he would check with the landowner to see what can be done and will call the office with further details when they become available. With no further business to address, Winslow left the meeting.*

*Teets then introduced Cole Williams to the group and stated that he was brought back for a second interview and salary negotiations. Williams took the floor and introduced himself. When asked if he had any questions, he expressed that there were still a lot of details regarding the nature of the job that he was unformed of. Woofter provided him with a copy of the "Nature of Work" for the conservation technician position. Discussed at length the job description and*

concerns. With no further business to address, Williams left the meeting. Teets thanked him for his time and that she would follow up with him regarding the board's decision later that day.

**Treasurer Report:** Frey reviewed her reports (copies attached). Commented that she had been unable to arrange a time with Cale to work on the Fixed Assets Report. **Gumm moved to accept the Treasurer Reports as presented and file for audit; seconded by Nester; motion carried.**

**District Report:** Frey reported that Cvechko's replacement heating unit was installed and cost \$1600.00. The total cost for fixing the NRCS back door and installing the new lock system on the door to Spokes was around \$500.00. *Discussed at length the Spokes door having been propped open by students which defeats its purpose.*

**District Manager Report:** Woofter reviewed her written report (copy attached) and passed around the Reconciliation Reports for January 2017 for supervisor review and signature. Gumm thanked Woofter for her work on the display for WV AgDay.

**Dates (District Meetings/Work Sessions) to Remember:**

**I. March**

- a. Thursday 9<sup>th</sup> Appalachian Grazing Conference Farm Tour 2 pm Waterfront Hotel
- b. Thursday 9<sup>th</sup> Eat & Reap Dinner "Beef Cattle Outlook" 6:30 pm Parsons
- c. Friday 10<sup>th</sup> & Saturday 11<sup>th</sup> 2017 Appalachian Grazing Conference Waterfront Hotel
- d. Monday 27<sup>th</sup> TVCD Regular Board Meeting 9 am TVCD Office

**II. April**

- a. Monday 10<sup>th</sup> Elkwater Annual Inspection 9 am TVCD Office
- b. Monday 10<sup>th</sup> SCC Meeting
- c. Tuesday 11<sup>th</sup> Pecks & Shooks Run Annual Inspections 9 am TVCD Office
- d. Tuesday 18<sup>th</sup> WVACD Quarterly Meeting Twin Falls State Park
- e. Monday 24<sup>th</sup> TVCD Regular Meeting 9am TVCD Office

**Report of Officers and Agencies:**

**WVCA:** Salyer reviewed his report (copy attached) and added that the Agency would like the district to select their Conservation Farmer by the end of May. Additionally, the state AgEP committee would be holding a meeting on March 28<sup>th</sup> to review the allocations for FY18.

Smith reported that on February 8<sup>th</sup> he attended a Conservation Specialist meeting at Elk CD so they could review the proposed FY18 ranking forms. Asked that the TVCD AgEP committee hold a meeting before 3/28 to review rates, practices, etc. *Meeting scheduled for Wednesday March 15<sup>th</sup> at 10:00am.*

**WVU Extension:** *None present.*

**NRCS:** Collier reviewed his report (copy attached). Teets asked if any feedback was given by the state office on that Focused Conservation project proposals that weren't approved. Collier

replied that he hadn't received any comment, but that another Local Work Group meeting needed to be scheduled, preferably around late May. Teets asked if a list of all approved state projects could be provided for their review. *Meeting scheduled for 1pm on May 22<sup>nd</sup> following regular TVCD Board Meeting.*

FSA: *None present.*

WesMonTy RC&D: *Teets* thanked Collier and Oliver for their assistance on the Barbour County trail project for plotting the trail in GIS. She had purchased several trailhead signs to be installed. Farkas agreed for Wolfe to help her on a pollinator video project. The RC&D recently completed an internal audit and a planning committee has been assigned to develop a plan of action going forward. The SAM registration was renewed, as well as the state and federal membership with the RC&D association.

DoF: *Williams* thanked the board for their invite to the meeting. While he had no formal report, he commented that the field day held at Audra State Park last year was great. Teets said that there was rumor of the leadership of the WVDOP possibly being switched to a part of the WVDA and asked how that would affect things. Williams said he was unsure as it was just a rumor. Not passing the timber severance tax led to the employee cuts last year. DEP is in charge on handling muddy waters, but the WVDOP will take complaints and forward them. *Discussed at length violation fees and the inspection process.* Williams added that he is available for landowner assistance concerns as well and provided his contact information to the group.

Others: *None present.*

**Correspondence Received:** Brickstreet authorizations for Everson (2); Ag trailer funding request from Rock Cave Elementary; 2017 Annual Fund Drive Request from Philippi Fire Dept.; WVU Soils Team National Contest Funding Request; Barbour County Farm Bureau Letter Regarding Ag Ext. Agent

**Sencindiver moved to sponsor the Rock Cave Ag Trailer request with \$300.00, pending their securing all funds and a date to rent it – this amount of funding would also be considered for sponsoring other schools each year as requested; seconded by Nester; motion carried.**

**Sencindiver moved to sponsor the WVU Soils Team with \$300.00; seconded by Nester; carried with Gumm opposed.**

---

### **Old Business:**

- **Farmland Preservation** – Sencindiver reported that he was formally accepted by the board as the official representative from TVCD.
- **SPRP/OM&R** –
  - **Work Pending:** *No new work at this time.*
  - **Completed Work/Invoices:** *No new pending invoices at this time.* Frey reviewed the payment status of Invoice 2319. Salyer to contact Martin about updates.

- **Elkwater Fork Litigation Funds & Title/Deed Transfer (Ongoing/update)** – Woofter will check with Withrow to see if Guthrie received an executed copy of the deed so the SCC can finalize at their April meeting.
    - **Invoice from BZT Law for Deed Services (\$23.00)**- Shaffer moved to pay the invoice as presented; seconded by Nester; motion carried.
  - **MOU Development with WVCA for EWP Response (Ongoing/Update)**- *No update.*
  - **Spencer Invoice Dispute:** Nester reviewed pictures he took while on a site visit to the Spender job. Commented that he believed the debris that was removed from the pond should be moved off from the bottom and spread. *Discussed at length.* Woofter read the comments from Findley in his absence. Board consensus is for Shaffer to do a site visit with Collier later in the week, and speak to Cale regarding if the scope of the job was changed from what was originally asked for on the estimate. *Tabled until March.*
  - **Review 2017 Appalachian Grazing Conference Registration Sponsorships** – Sencindiver moved to accept requests until Wednesday February 29<sup>th</sup> and then mail all applications received to Foster; seconded by Shaffer; motion carried.
- 

## **Committee Reports:**

**Building/Finance/Budget Committee:** *True* reported that the doors on the building had been fixed, and while Marsh was employed with the district, he replaced 28 lights throughout the building. Orders Construction is no longer renting a space in the building as of March 1<sup>st</sup> and it is a loss of \$550.00 per month. *Discussed at length the current building tenants and rates.* True stressed that we need to rent out the empty spaces. Teets suggested a committee meeting be held to discuss further. Frey added that BCBank is ready after the meeting for the authorized supervisors to sign the forms regarding name changes on the district accounts.

- **Building repairs and maintenance (Ongoing/update)**- (*See district report*)

**Equipment/Safety Committee:** *Nester* reported that no safety meeting was held today as the crew wasn't working. Cale did an estimate in MCD but needs approval for the job. Amaruso received the dozer parts and had also fixed the road tractor. Frey reviewed the repair expenses incurred on the district equipment since December. Frey added that Jared Nestor had expressed interest in purchasing the hay forage scales owned by the district. *Discussed at length.* Gumm suggested the board wait until a new Conservation Technician was hired and get their opinion on the matter. *Tabled until further notice.*

- **Sale of district equipment (Ongoing/update)** – *No update*

**Education/Publicity/Exhibit Committee:** *Sencindiver* reported that the committee met on February 15<sup>th</sup>. The deadlines for the WVACD Scholarship, Century Farm Program, and WVACD Teacher of the Year were quickly approaching and asked that the supervisors speak to local teachers and encourage them to apply. There has been progress in finalizing the details of the field day in French Creek, including the date, tour arrangements, presentation topics, and potential speakers.

**Legislative Committee:** *Gumm* commented that the legislative breakfast went well, and while there hadn't been as many legislators in attendance as he hoped for, there was a good turnout of supervisors. Stressed that the district needs to start planning for the annual legislative banquet.

**Grassland/AEP Committee:** *No report.*

- **Conservation Agreements:**
  - *Rex & Kathy Stalnacker (Upshur, 104 Acres)*
  - *Troy Brady III (Upshur, 70 Acres)*
  - *Stephen Ward (Upshur, 850 Acres)*

**Sencindiver moved to approve the agreements as presented; seconded by Nester; motion carried.**

- **AgEP Applications:** *None*
- **AgEP Cancelations:** *None*
- **AgEP Payments:** *None*

**Water Resource Committee:** *Shaffer* visited the Spencer job site. Hadn't received any update on the Barbour County Water Project. President Trump had pulled back the restrictions on surface water pollution so drilling companies should have an easier time getting permits.

**WVACD Directors Report:** *No report*

**Personnel Committee:**

*Sencindiver moved to go into executive session per WV state code 6-9A-4a to discuss a finance issue; seconded by Nester; motion carried. The board went in to executive session at 12:29 PM. Gumm moved to resume regular board meeting at 1:32 PM; motion carried.*

**Sencindiver moved to accept the recommendations of the Personnel Committee regarding annual employee evaluations and wages (Cale to evaluate crew; Findley evaluate Cale and Frey; employee assessment form approved as presented; wage review to be held after evaluations; evaluations should be completed within next 30 days; and no evaluation needed for Arbogast) seconded by Gumm; motion carried.**

**True moved that Frey use money from the RC&D Beekeeping grant towards paying her overtime wage incurred for teaching the class; seconded by Bonner; motion carried.**

**Gumm moved to offer the position of Conservation Technician to Williams with an annual salary of \$35,000.00; five days of vacation available immediately; and to have a 90-day evaluation while on a 6-month probation period; seconded by Nester; motion carried with True opposed.**

**New Business:**

- **2017 TVCD Personnel Plan** – Sencindiver moved to approve the plan as presented; seconded by Nester; motion carried.
- **NRCS Elkwater soil core storage** – Gumm will see if he can move the 20 samples from the Fire Department to the Elkwater storage building.
- **Topsoil for Community Garden Project** – Frey reviewed the request from Streets but TVCD vehicles cannot cross state lines. There is approximately \$700.00 left for the project. Consensus of the board is to ask them, to get an estimate from a local provider and table for future discussion.

**Report of Individual Supervisors:**

*Sencindiver* – Asked that an appointee selection from Upshur County to the WesMonTy RC&D be put on the next meeting agenda.

**Public Comment Period:** None

There being no further business to attend to, Vice-Chair Teets declared the meeting adjourned at 1:45 PM.

---

Secretary

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

**February 27, 2017 Regular TVCD Board Meeting Minutes Summary of Motions**

1. **Sencindiver moved to approve the January 30, 2017 minutes & February 27, 2017 agenda as presented; seconded by Nester; motion carried.**
2. **True moved to reduce the amount due on Invoice 2333 to Chris Winslow from \$4,667.61 to \$3,900.00; seconded by Shaffer; motion carried.**
3. **Gumm moved to accept the Treasurer Reports as presented and file for audit; seconded by Nester; motion carried.**
4. **Sencindiver moved to sponsor the Rock Cave Ag Trailer request with \$300.00, pending their securing all funds and a date to rent it – this amount of funding would also be considered for sponsoring other schools each year as requested; seconded by Nester; motion carried.**
5. **Sencindiver moved to sponsor the WVU Soils Team with \$300.00; seconded by Nester; carried with Gumm opposed.**
6. **Shaffer moved to pay the BZT Law invoice for \$23.00 for deed services as presented; seconded by Nester; motion carried.**
7. **Sencindiver moved to accept requests until Wednesday February 29<sup>th</sup> and then mail all applications received to Foster; seconded by Shaffer; motion carried.**
8. **Sencindiver moved to approve the following conservation agreements as presented; seconded by Nester; motion carried.**
  - a. *Rex & Kathy Stalnacker (Upshur, 104 Acres)*
  - b. *Troy Brady III (Upshur, 70 Acres)*
  - c. *Stephen Ward (Upshur, 850 Acres)*

- 9. Sencindiver moved to accept the recommendations of the Personnel Committee regarding annual employee evaluations and wages (Cale to evaluate crew; Findley evaluate Cale and Frey; employee assessment form approved as presented; wage review to be held after evaluations; evaluations should be completed within next 30 days; and no evaluation needed for Arbogast) seconded by Gumm; motion carried.**
- 10. True moved that Frey use money from the RC&D Beekeeping grant towards paying her overtime wage incurred for teaching the class; seconded by Bonner; motion carried.**
- 11. Gumm moved to offer the position of Conservation Technician to Williams with an annual salary of \$35,000.00; five days of vacation available immediately; and to have a 90-day evaluation while on a 6-month probation period; seconded by Nester; motion carried with True opposed.**
- 12. Sencindiver moved to approve the 2017 TVCD personnel plan as presented; seconded by Nester; motion carried.**