

Tygarts Valley Conservation District Board of Supervisors

Regular Board Meeting, 9:00 AM, Monday, October 6, 2025, Philippi District Office, Philippi, WV and via TEAMS

Supervisors Present: Donnie Tenney (chair), Joseph Shaffer, Delbert Vandevander, James Dean, Tim Cunningham, Mateal Poling, Tom Short

WVCA: Jim Roy, Don Whetzel, Ben Heavner, Amber Higgins, TEAMS: Erin Coda, Cindy Shreve

NRCS: (No federal employees present due to Oct 1st shutdown)

WVU Cooperative Extension: Jody Carpenter

Visitor: Incoming Taylor County Supervisor Logan Hosaflook

The meeting was called to order at 9:00 am by Chairman Donnie Tenney. Shaffer led the group in the Pledge of Allegiance.

Reading/Approval of the Agenda/Minutes: 10/06/25 Agenda and 09/15/25 Regular Meeting Minutes were presented. Shaffer moved to approve as presented; Short seconded. Motion carried.

Recognition of Visitors: Tenney welcomed incoming Taylor County Supervisor Hosaflook and invited him to introduce himself. Hosaflook shared a summary of his background and expressed enthusiasm for serving in the role. Whetzel, after reviewing the procedure, stated that the board could proceed with appointing Hosaflook during the current meeting. The appointment would then be submitted to the State Committee on 10/7/25, and Hosaflook would be required to run in the next election following the completion of the current term. The appointment was scheduled to be addressed later in the meeting under New Business.

Correspondence: The following received & acknowledged by the board:

- Updates to Important Farmland Classification Lists
- Thank-You Card from Gene Hovatter
- CD Supervisor Statement of Qualifications: Logan Hosaflook, Taylor County
- WV Watershed Symposium Invitation

Treasurer's Report: Vandevander presented; **Cunningham moved to accept Treasurer's Report as presented, seconded by Shaffer; motion carried.**

District Conservation & Work Crew Report: Vandevander reported skid steer is still down, but parts have been received, and repairs are ongoing. Additional work crew personnel items will be discussed in executive session.

Watershed O&M Report: Roy reminded the board of inspections scheduled for 10/07/25 at Elkwater and 10/16/25 for Shooks & Pecks Run; both days the groups will be meeting at TVCD at 9am and departing from there.

WVCA: Whetzel reported that SB941 won't result in major process changes for OM&R other than finding out who the designated signatory is at DEP. Most additional approval would be for modification to the structure itself, which was basically the process that was already in place.

WVACD: Tenney stated that he and Nester attended area meeting, added that quarterly meeting is upcoming in Flatwoods on 22nd-23rd and encouraged others to register to attend.

WVU Cooperative Extension Service: Carpenter reported continued receipt of soil samples and an increase in forage samples following the TVCD field days. The turkey project is scheduled for processing on 11/11/25 at the Barbour County Fairgrounds. Fundraising has begun for the land judging team's spring trip to Oklahoma. Carpenter also shared that he recently used biochar to disinfect an area affected by a fungal pathogen.

Eat & Reap dinners are scheduled for 1/14/26 (Landowner Rights) in Upshur County and 2/11/26 (Farming Outside the Box) in Taylor County. Carpenter confirmed last year's \$10 registration fee, with TVCD covering remaining costs, and requested that the board select specific locations within Upshur and Taylor counties to be announced at the November meeting. Tenney agreed.

WesMonTy: Poling reported that all submitted grant applications were accepted and expressed enthusiasm about the variety of upcoming projects. Bluebird houses and pollinator hotels are still available. She added that funding opportunities exist for pollinator cover crop seeds and honeybee nucleus. Interested individuals may apply at <https://tinyurl.com/WMTPollinator>

Old Business:

Supervisor Name Tags & Shirts: Poling shared that she has continued work on the project and plans to make further progress over the winter when things slow down.

Northern Panhandle CD / Wheeling Watershed Association Case: Dean stated nothing new to report.

Committee Reports:

Building/Finance/Budget Committee: Vandevander reported that, in order to stay within budget, the Barbour County Commission stated WVU Extension would need to be charged \$12 per square foot for the former NRCS space, instead of the previously proposed \$14 per square foot without cleaning services. Although WVU Extension prefers the former NRCS space due to its size and the additional storage allowed by TVCD, another location has offered a lower rate. Carpenter noted that the commission will likely require a move to remain within budget, regardless of the storage benefit, and that a vote on the matter was scheduled for the 5:00 p.m. meeting later that day.

Vandevander reminded the board that when they previously voted on the rental increase, it represented a 27.3% increase for Extension, rising from \$11 per square foot to \$15 per square foot at their next renewal. This was later revised to \$14 per square foot when cleaning services were declined. Currently, half of the total rental income is used to pay utilities. If rent from WVU Extension is lost, it would be difficult to cover both the mortgage and utility costs. (The board voted on 8/11/25 to maintain the \$11 per square foot rate until the original lease expires. This discussion pertains to the rate following that expiration.) **Short made a motion to offer WVU Extension a subsequent lease rate of \$12 per square foot. Cunningham seconded. Motion carried.**

Vandevander added that Rebecca Knotts' interest in renting an office was contingent on WVU Extension relocating to the former NRCS space, which could potentially generate additional rental income. In response to a question about WVCA's Darian Carson, Vandevander stated that her move is no longer being considered.

Education/Publicity/Exhibit Committee: In response to Poling's question about attendance at the Soil Testing class, Vandevander reported that he and WVCA's Steven Burner attended, along with approximately 10 others. He also noted that another class, focused on electric fencing, is scheduled for 10/25/25 at 11:00 a.m. at Southern States in Philippi.

Tenney inquired about the next article in the TVCD Conservation Series. Higgins noted that although WVACD's Vanta Coda was not on the call, the most recent article he submitted on biochar was just published, as TVCD had issued press releases during the three prior weeks. Since TVCD continues to remain in the public eye through multiple press releases related to drought assistance, there is plenty of time for Coda to submit another article.

Legislative Committee: Tenney stated that several of the issues previously under discussion have quieted down, and there is currently little to report.

Grassland/AgEP Committee:

AgEP / Drought Exigency Application Discussion: Higgins reported that following the resignation of Conservation Specialist Steven Burner on October 1, 2025, a compliance issue with WVCA guidelines came to light. Specifically, TVCD has not consistently required applicants to submit complete supporting documentation, such as soil tests and maps, with AgEP and Drought Exigency applications. In the past, approximately 50 percent of applicants, including some supervisors, submitted only the application and receipts, and asked staff to retrieve soil samples and maps from previous files.

A recent application from a long-time cooperator was denied due to missing documentation. Although invited to appeal at this meeting, the applicant was unable to attend due to a scheduling conflict.

Tenney asked whether it is standard practice to inform applicants when documentation is missing. Higgins confirmed that it is. The issue arises when applicants expect staff to locate documents from old files, rather than maintaining and submitting the required paperwork themselves.

Shreve added that the district's next Administrative Agreement could include a defined time window during which applicants may submit supporting documentation after the application period closes and offered to help with that language in the FY27 Agreement, if that's what TVCD chooses to do. However, under current policy, applications must include all required documentation at the time of submission to be considered eligible.

Higgins acknowledged that she had previously followed the example of other WVCA staff who retrieved documentation from past files, inadvertently contributing to a practice that does not align with current guidelines. Going forward, TVCD will fully

adhere to WVCA requirements by mandating that all supporting documentation be submitted with each application. This policy will be applied uniformly to all applicants, including supervisors.

Drought Exigency Program: Shreve reported that recent clarification states WVDA funds remaining from pasture renovation must be used first, and all five drought-related practices should be made available under that funding. Once those funds are spent, practices may be limited when using AgEP Exigency funds. As a result, the current restriction allowing applications for only two practices will be lifted until the WVDA funds are fully expended. Since the leftover WVDA pasture renovation funding was divided equally among all districts, if TVCD receives applications that exceed its allocation, the district may request additional funds from other districts that did not receive excess requests.

Short moved to set Monday, 10/27/25 as the deadline for Drought Exigency Program applications and receipts; Dean seconded; motion carried. As voted in the 9/15/25 meeting, eligible receipts dated back to 9/2/25 may be accepted.

The following FY26 Drought Exigency APPLICATIONS were presented for approval:

Name	County	Practice(s)	Cost Share Approved
Adrienne Hissam	Upshur	Watering System	\$ 500.00
Chester O'Brien	Barbour	Temp Fence	\$ 500.00
Chester O'Brien	Barbour	Watering System	\$ 500.00
Christopher Young	Barbour	Watering System	\$ 500.00
Donald Parsons	Upshur	Revegetation	\$ 500.00
Donald Parsons	Upshur	Temp Fence	\$ 500.00
Edward Poling	Barbour	Revegetation	\$ 500.00
Edward Poling	Barbour	Temp Fence	\$ 500.00
Gary Elbon	Upshur	Cover Crops	\$ 500.00
Gary Elbon	Upshur	Watering System	\$ 500.00
Gene Hovatter	Barbour	Temp Fence	\$ 500.00
Jeff & Lisa Sickler	Barbour	Watering System	\$ 500.00
Jeremy Vance	Randolph	Temp Fence	\$ 500.00
Jeremy Vance	Randolph	Watering System	\$ 500.00
Joe Freeman	Barbour	Watering System	\$ 500.00
Kenneth Mayle	Taylor	Temp Fence	\$ 500.00
Kenneth Mayle	Taylor	Watering System	\$ 500.00
Kevin Hissam	Upshur	Temp Fence	\$ 500.00
Kevin Hissam	Upshur	Watering System	\$ 500.00
Lisa & Jeff Sickler	Barbour	Temp Fence	\$ 500.00
Mark Currey	Taylor	Watering System	\$ 500.00
Marsha Waybright	Randolph	Irrigation	\$ 500.00
Marsha Waybright	Randolph	Watering System	\$ 500.00
Mary Poling	Barbour	Cover Crops	\$ 500.00
Mary Poling	Barbour	Revegetation	\$ 500.00
Matt Auvil	Barbour	Cover Crops	\$ 500.00
Michael Daugherty	Barbour	Watering System	\$ 500.00
Michael Hicks	Upshur	Revegetation	\$ 500.00
Mitchell Stemler	Barbour	Revegetation	\$ 500.00
Mitchell Stemler	Barbour	Temp Fence	\$ 500.00
Nolan Sheldon	Barbour	Temp Fence	\$ 500.00
Nolan Sheldon	Barbour	Watering System	\$ 500.00
Rita Kennedy	Barbour	Cover Crops	\$ 500.00
Rita Kennedy	Barbour	Revegetation	\$ 500.00
Roaring Creek Acres	Randolph	Temp Fence	\$ 500.00
Roaring Creek Acres	Randolph	Watering System	\$ 500.00
Robert DeLaney	Taylor	Revegetation	\$ 500.00
Robert DeLaney	Taylor	Temp Fence	\$ 500.00

Robert Hull	Upshur	Temp Fence	\$ 500.00
Robert Hull	Upshur	Watering System	\$ 500.00
Robert Kittle	Barbour	Temp Fence	\$ 500.00
Robert Kohler	Barbour	Revegetation	\$ 500.00
Robert Kohler	Barbour	Temp Fence	\$ 500.00
Robert Matthew Kittle	Barbour	Watering System	\$ 500.00
Stephen Winslow	Barbour	Cover Crops	\$ 500.00
Steven C Nestor	Barbour	Watering System	\$ 500.00
Tammy Shaw	Barbour	Revegetation	\$ 500.00
Tammy Shaw	Barbour	Watering System	\$ 500.00
*Thomas Short	Barbour	Watering System	\$ 500.00
Tim Sheldon	Barbour	Temp Fence	\$ 500.00
Tim Sheldon	Barbour	Watering System	\$ 500.00
Todd Bolyard	Taylor	Temp Fence	\$ 500.00
William Carson Lambert	Taylor	Revegetation	\$ 500.00
William Carson Lambert	Taylor	Temp Fence	\$ 500.00
William Lambert, Jr	Taylor	Cover Crops	\$ 500.00
William Lambert, Jr	Taylor	Revegetation	\$ 500.00

Dean moved to approve all as presented; Shaffer seconded; motion carried.

The following FY26 Drought Exigency PAYMENTS were presented for approval:

Name	County	Practice(s)	Cost Share Approved	Amount of Receipts	Cost Share Paid
Adrienne Hissam	Upshur	Watering System	\$ 500.00	\$ 413.97	\$ 206.99
Chester O'Brien	Barbour	Temp Fence	\$ 500.00	\$ 950.70	\$ 475.35
Chester O'Brien	Barbour	Watering System	\$ 500.00	\$ 1,097.86	\$ 500.00
Donald Parsons	Upshur	Revegetation	\$ 500.00	\$ 459.17	\$ 229.59
Donald Parsons	Upshur	Temp Fence	\$ 500.00	\$ 308.36	\$ 154.18
Gary Elbon	Upshur	Cover Crops	\$ 500.00	\$ 129.98	\$ 64.99
Gary Elbon	Upshur	Watering System	\$ 500.00	\$ 861.61	\$ 430.81
Gene Hovatter	Barbour	Temp Fence	\$ 500.00	\$ 996.00	\$ 498.00
Jeff & Lisa Sickler	Barbour	Watering System	\$ 500.00	\$ 1,091.04	\$ 500.00
Joe Freeman	Barbour	Watering System	\$ 500.00	\$ 732.96	\$ 366.48
Kevin Hissam	Upshur	Temp Fence	\$ 500.00	\$ 507.09	\$ 253.55
Lisa & Jeff Sickler	Barbour	Temp Fence	\$ 500.00	\$ 1,049.64	\$ 500.00
Roaring Creek Acres	Randolph	Temp Fence	\$ 500.00	\$ 1,131.30	\$ 500.00
Roaring Creek Acres	Randolph	Watering System	\$ 500.00	\$ 1,069.03	\$ 500.00
Steven C Nestor	Barbour	Watering System	\$ 500.00	\$ 34.99	\$ 17.50
Tim Sheldon	Barbour	Temp Fence	\$ 500.00	\$ 887.49	\$ 443.75
Tim Sheldon	Barbour	Watering System	\$ 500.00	\$ 863.48	\$ 431.74
William Carson Lambert	Taylor	Revegetation	\$ 500.00	\$ 1,029.91	\$ 500.00
William Lambert, Jr	Taylor	Cover Crops	\$ 500.00	\$ 1,021.32	\$ 500.00
William Lambert, Jr	Taylor	Revegetation	\$ 500.00	\$ 1,021.32	\$ 500.00

Dean moved to approve all as presented; Shaffer seconded; motion carried.

*(*TVCD Supervisor and family approvals are made by West Virginia Conservation Agency (WVCA) District Operations Manager Don Whetzel.)*

The following Conservation Agreements were presented for approval:

Name	County
Auvil, Matt	Barbour
Daugherty, Michael	Barbour
Elbon, Gary	Upshur
Hall, Delbert	Upshur
Hissam, Adrienne	Upshur
Hissam, Kevin	Upshur
Hovatter, Gene	Barbour
Kennedy, Rita	Barbour
Kohler, Robert & Myra	Barbour
Parsons, Donald	Upshur
Russell, Rodney	Barbour
Shaffer, Larry	Barbour
Shaw, Tammy & Mark	Barbour
Waybright, Marsha	Tucker/Randolph

Shaffer moved to approve all as presented; Poling seconded; motion carried.

Water Resource Committee: Short reported that he spoke with Philippi City Manager Jeremy Drennen regarding the reservoir project and would like him to provide an update to the board at the next meeting. Higgins agreed to extend an invitation to Drennen.

WVACD Directors Report: Tenney stated that the recent area meeting was informative and included discussion about potential funding through NACD or NRCS for contract employees to assist conservation districts with tasks such as soil testing. However, details on how the program might be implemented are still unclear and will be discussed further at the quarterly meeting.

Personnel Committee: Dean requested to postpone personnel discussion until executive session at end of the meeting.

New Business:

Taylor County Supervisor Resignation and Appointment: Short moved to formally accept the resignation of Chad Proudfoot as Taylor County TVCD Supervisor and to approve the nomination of Logan Hosaflook to serve in his place until the next election; Seconded by Shaffer; motion passed.

Amendment to WVDA Pasture Renovation Agreement MOU: Dean moved to accept the amendment to the WVDA Pasture Renovation Agreement Memorandum of Understanding as presented; Poling seconded; motion carried.

LOR #16457 – WVDA AgEP Drought Exigency (\$26,205.00): This item was presented for informational purposes only. No additional vote was required. The funding represents supplemental dollars to the Letters of Request previously approved on 2/10/25.

TVCD Office Closure on Friday, 12/26/25: Cunningham moved to close the TVCD office on Friday, 12/26/25; Short seconded; motion carried.

Legislative/Awards Dinner and Christmas Luncheon: Hosaflook noted that, since it's not an election year and there are no awards scheduled to be presented, and given the reportedly low prior turnout for the Legislative/Awards Dinner, combined with the ongoing Drought Exigency signups throughout October along with the sudden departure of the assigned Conservation Specialist, he recommended postponing the event until the Christmas Luncheon in December.

Cunningham moved to combine the Legislative Dinner, Awards Ceremony, and Christmas Luncheon into a single event to be held on 12/8/25, following an abbreviated 10:00am board meeting at Camp Pioneer in Beverly. Planning will be based on 30 attendees at \$20 per person, with a total budget of \$600 for refreshments; Short seconded; motion carried.

Hosaflook then volunteered to gather contact information for senators, delegates, and county commissioners to be invited, with an RSVP deadline of 11/28/25. Whetzel added that the supervisors should review the list prior to invitations going out so that they can ensure that no one is omitted who should be invited.

Supervisor Reports:

Shaffer: TVCD Board Meeting, New Horizons, New Horizons, RC&D, working on pricing for birdhouses & pollinator hotels

Poling: TVCD Board Meeting, grant activities, farmland preservation

Short: Signed checks, TVCD Board Meeting

Cunningham: TVCD Board Meeting, assisted Vandevander with work crew

Dean: TVCD Board Meeting

Vandevander: See multiple reports above, TVCD Board Meeting

Tenney: TVCD Board Meeting, area meeting, RC&D, grant activities, district outreach judging

At 11:05am, Vandevander moved that the supervisors, along with Higgins and Hosaflook, enter executive session under WV State Code 6-9A-4a to discuss personnel matters. Poling seconded; motion carried.

At 11:45am, Shaffer moved to return to regular session. Cunningham seconded; motion carried.

The board agreed that the motion passed following the executive session at the 9/15/25 meeting should stand. As a result, no new motions were presented.

There being no further business, Shaffer moved to adjourn the meeting at 11:55am; Cunningham seconded; motion carried.

Minutes compiled and prepared by Amber Higgins, WVCA Administrative Specialist.