

TYGARTS VALLEY CONSERVATION DISTRICT
Board of Supervisors SPECIAL Meeting Minutes
 January 22, 2026, 9:00 AM
 TVCD Office in Philippi, WV & via TEAMS

ATTENDANCE

Supervisors Present: Donnie Tenney (Chair), James Dean (Vice Chair) Delbert Vandevander (Treasurer), Mateal Poling, Joseph Shaffer, Jim Nester, Tom Short; (TEAMS) Logan Hosaflook

WVCA Partners Present: Amber Higgins; (TEAMS) Don Whetzel, Erin Coda, Ben Heavner

CALL TO ORDER

Chair Tenney called the meeting to order at 9:02 AM.

Nester led the Pledge of Allegiance.

Approval of Agenda & Minutes:

- January 12, 2026, Regular Meeting Minutes
 - January 22, 2026, Special Meeting Agenda
 - **Motion by Shaffer, seconded by Short, to approve Minutes and Agenda as presented; Motion carried.**
-

GRASSLAND/AGEP COMMITTEE

Board agreed to address AgEP business first due to Heavner's limited availability.

Motion by Nester, second by Short:

- For applicants who didn't complete the following practices by January 9, 2026, deadline:
 - Lime
 - Urban Agriculture
 - Pollinator Habitat
 - Small-Scale Soil Amendments
- Cancel unfulfilled contracts and notify applicants by mail
- Reallocate remaining AgEP funds to next eligible applicants and notify them by mail
- Set new completion deadline as June 6, 2026
- **Motion carried**

Motion by Dean, second by Shaffer to approve AgEP payments:

- Danny Carr, Lime, \$1,952.80
- Brenda Swecker, Urban Agriculture, \$219.45
- **Motion carried**

Committee agreed to meet on Friday, February 6, 2026, at 9:00 AM to review FY27 AgEP practice list and sign-up periods with new Conservation Specialist.

DISTRICT PERSONNEL PLAN

Vandevander presented the District Personnel Plan and explained changes from last year, including removal of the custodian position (now an independent contractor) and elimination of the \$30,000 state-funded position. Other figures were updated based on prior year's actual expenses.

Motion by Short, second by Poling to approve the District Personnel Plan as presented. Motion carried.

Whetzel then informed the board that unpaid dam monitors should be included in the plan.

Motion by Dean, second by Shaffer:

- Add unpaid dam monitors to the District Personnel Plan
- Accept the plan with this addition
- **Motion carried**

Motion by Vandevander, second by Nester:

- Phase back work crew jobs to consist of only:
 - State and federal jobs
 - Other work limited to:
 - Water trough delivery (not including installation)
 - Brush jobs on a case-by-case basis
- **Motion carried**

DISTRICT POLICY MANUAL AND CD EMPLOYEE MANUAL UPDATE/REVIEW

The board confirmed that equipment and labor rates will remain unchanged, as the work crew will primarily focus on state and federal projects.

Motion by Vandevander, second by Dean to remove all references to District Bookkeeper/Education Coordinator and replace them with Treasurer. Motion carried.

CDO BUDGET

Vandevander presented a working copy of the CDO Budget using 2025 figures. After review, the board noted that the budget should be revised to reflect operating funds received from WVCA. The revised budget will be added to the February meeting agenda for approval.

TOPICS FOR MONTHLY PRESS RELEASES

Board agreed to plan topics in advance to avoid last-minute issues. Vanta Coda will prepare articles and may suggest additional ideas.

Potential topics for February or March: Maple Days, AgEP sign-ups.

Future suggestions:

- Ramps
- Regenerative agriculture
- RC&D Councils
- Conservation District partnerships
- Community outreach grants, and how TVCD has participated
- Local fairs and festivals, how they affect the community

Time-sensitive topics like AgEP deadlines will be prioritized, and agencies will be contacted early for accurate dates.

ADJOURNMENT

Chair Tenney adjourned the meeting at 12:04 PM.

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