

TYGARTS VALLEY CONSERVATION DISTRICT

Regular Board Meeting Minutes

July 13, 2026, 9:00 AM, TVCD Office in Philippi, WV & via Teams

ATTENDANCE

Supervisors Present: Donnie Tenney (Chair), Delbert Vandevander (Treasurer), James Nester, Joseph Shaffer, Mateal Poling, Sarah Cunningham (Pending Appointee), Marsha Waybright (Pending Appointee). Teams: James Dean (Vice-Chair)

Partners Present:

WVCA: Jim Roy, Don Whetzel, James Helmondollar, Haley Cunningham, Amber Higgins. Teams: Erin Coda, Ben Heavner

WVDOF: Rudy Williams

NRCS: Tim Canfield, Tyler Putzulu

Visitor Present via Teams: Michael Miller

CALL TO ORDER

Board Chair Tenney called the meeting to order at 9:05 AM.

Nester led the Pledge of Allegiance.

Approval of Agenda & Minutes:

- June 8, 2026 regular meeting minutes
- June 18, 2026 Grassland/AgEP Committee minutes
- July 13, 2026 regular meeting agenda
- **Motion to approve all items as presented was made by Shaffer, seconded by Nester. Motion carried.**

INTRODUCTION OF VISITORS

- Tim Canfield, NRCS District Conservationist, was recognized as a visitor attending his first TVCD board meeting
- Supervisors, staff, and attendees gave introductions so he could learn who serves in each county
- Canfield shared background on his work experience, family ties, and previous NRCS service
- He noted current system setup delays and said contact updates will be sent once access is complete

CORRESPONDENCE

- Memo received from WVCA inviting newly elected supervisors to orientation sessions
- Notice from WV AG's office stating that Spilman, Thomas & Battle PLLC will contact districts regarding HB 5364 transition
- DEP notice that ICG Tygart Valley requested a boundary revision for an access road in Taylor County
- Junior Conservation Camp update received in response to last month's board decision; nine campers attended from the district, and sponsorship was assigned to Randolph County

TVCD REPORTS

Treasurer's Report: Vandevander

- June 2026 main checking balance: beginning \$18,046; ending \$31,039
- Secondary checking balance: \$730.21; Savings balance: \$54,857
- Accounts receivable: \$16,338
- June income: lime spreader rentals \$1,200; office space rentals \$2,381; sales \$642
- June expenses: utilities \$869; building repair \$744; liability insurance \$5,568; association dues \$5,000; donations \$225; office supplies \$217.36; supervisor per diem \$2,240; supervisor travel \$524; payroll taxes \$544
- FY26 allocations: \$56,000 spent of \$67,000 for supervisor per diem and travel
- FY26 CDO funds overspent; Total FY26 expenditures: \$106,282
- **Motion to accept the Treasurer's Report as presented and filed for audit was made by Nester, seconded by Poling. Motion carried.**

District Work Crew Report: Vandevander

- June fuel cost: \$586; Repairs: \$2,240; truck tires \$2,011
- June equipment rental cost: \$6,500; offset by insurance reimbursement received \$5,000
- Work crew payroll: \$4,873; Income recorded: \$38,849 from prior months
- Accounts receivable: \$16,338; \$12,300 received since report
- Pending work includes drainage ditches in Lewis County, Elk Mountain work, mowing Elkwater Dam, three trough deliveries to Franklin, and spring development estimates
- Higgins added that Co-admin report is included in packets, and first quarter district support allotment received by direct deposit

Watershed O&M Report: Roy

- Request submitted for Elkwater Dam work and is moving through the approval process
- Plan to spray the dam early morning or late evening to allow better drone coverage and proper penetration
- Last year's timing didn't allow full coverage, and adjustments will be made

AGENCY REPORTS

WVCA: Whetzel

- Board asked to submit nominations for the Carol Green Award, honorary member at large, or lifetime honorary member
- Correction noted that submissions should be sent to D'Arco
- Annual work plans already submitted; Agreed procedures audit ongoing
- Farm tours scheduled for July 28–30 in the northern districts; eight farms included; State farm tour planned for late August
- Eastern Panhandle District offering equipment for sale to other districts; districts may submit bids; No decisions or actions were taken regarding equipment discussion
- CDO budget due August 1; board authorized the Treasurer to sign and submit
- **Motion to allow Treasurer Vandevander to sign and submit the CDO budget was made by Shaffer, seconded by Nester. Motion carried.**

WVACD: Tenney

- Heather Duncan and Vanta Coda were unavailable to attend; handouts included in meeting packets had also been emailed
- Board was reminded to review upcoming contest information and timelines
- Meeting invites may be resent due to changes in the agency's Teams system; updates are being forwarded to supervisors
- State Fair signup link included in the emailed agenda; supervisors may email Heather to claim available volunteer slots
- Board encouraged to promote the Century Farm Program in all counties
- Association working on legislative funding requests to maintain staff support and increase AgEP funding to \$1,000,000
- Quarterly WVACD meeting will be held in Bridgeport July 22-23; attendance encouraged

WVU Extension: WVU Extension staff unavailable to attend; no report

NRCS: Canfield

- Staff working to finish EQIP and CSP obligations by the end of July
- Second CSP sign-up was held due to low regenerative pilot applications
- New NRCS chief removed the 25 percent regenerative funding requirement
- CSP participation can be limited because the entire operation must meet all resource concerns
- Regenerative EQIP funding was more flexible and had more applicants
- Remaining obligations: 10 EQIP and 12 CSP in Elkins; 9 EQIP and 13 CSP in Philippi
- Soil health testing rules and qualified tester requirements reviewed; limited qualified testers in the area
- Sampling process, mapping, timing, and lab costs discussed; Educational outreach may be planned once guidance is clearer

WesMonTy RC&D: Poling

- Strong participation reported in last year's pollinator grant; Pollinator and cover crop grants opened July 1
- Bluebird houses and pollinator houses remain available; Potential for bat houses in the future

WVDOF: Williams

- Fire season ended; staff resumed checking logging jobs, reviewing management plans, and handling two timber sales
- New pole building installed at Coopers Rock for storing equipment; door installation underway
- Fire engines deployed to Minnesota and Washington; crews preparing for the National Boy Scout Jamboree
- Williams attended recent award events recognizing local honorees

COMMITTEE REPORTS

Building/Budget/Finance: Vandevander

- Office space being prepared for a new tenant, including cleaning, a new door and sink, ceiling work, and flooring updates
- Tenant plans to paint and move into the former NRCS office soon, using the rear entrance

Education/Publicity/Exhibit: Poling

- Soil health event in early planning stages
- Upcoming invasive plants class scheduled for July 21 with Hovatter and Jones presenting; Jones will cover herbicides

Legislative: Tenney

- Quarterly Association meeting will include legislative discussions on AgEP funding, staffing support
- Outreach to educate the public on conservation district work will also be discussed

Grassland/AgEP: Dean

- Report included in packets; Helmondollar provided update
- FY26 ended with just over \$8,500 unspent; improvements expected for FY27
- Rankings for FY27 expected to be finished this week, with two visits scheduled
- District funding amounts will be known after the SCC meeting
- Approvals planned for August once results are received
- No motions made because approval amounts are not yet available

Water Resource: Shaffer reported that although he was unable to attend, Save the Tygart completed some work crew activity

Work Crew/Equipment/Safety: Vandevander stated that he'd like to discuss equipment sometime later

Personnel: Dean stated nothing to report

WVACD Directors: Nester

- Quarterly WVACD meeting will be held July 22-23 in Bridgeport; attendance encouraged for updates on association activities
- Board representation needed since WVACD Foundation supports conservation through donor contributions
- WVACD Legislative Committee will work on funding requests and advocacy efforts
- Proxy needed for the July quarterly meeting in case primary representatives cannot attend
- **Motion to appoint Nester as WVACD Foundation representative and Tenney as WVACD Legislative Committee representative was made by Shaffer, seconded by Poling. Motion carried.**
- **Motion to appoint Vandevander as proxy to attend the July WVACD quarterly meeting was made by Shaffer, seconded by Poling. Motion carried.**

OLD BUSINESS

WV DEP Air Sensor Partnership

- Taylor Co still needs one sensor away from Tygart Lake State Park; Board of Education contact pending per Shaffer
- Upshur Co sites Curry Park and Hall flood station not showing as pending on map; Tenney stated he will follow up
- Certificate for now transmitting sensor at TVCD office included in packets

State Fair Signups: Tenney

- Reminder to view Sign Up Sheet on WVACD website and email Heather Duncan at hduncan@wvacd.us to reserve chosen time slot

Drought Exigency Program: Tenney

- Latest drought monitor provided in packets; small D1 areas noted
- USDA letter also provided; funding status for districts still unclear
- Several districts seeking liability clarification before returning remaining drought funds
- No decisions or actions were taken

Potential changes to monthly board meeting day/time: Tenney

- Board discussed shifting meetings to evenings to support non-retired supervisors and encourage participation by those unable to take time off to attend during regular business hours
- Monday mornings noted as especially difficult for some members; Board agreed to test evening meetings during summer months
- **Motion to hold the next two summer board meetings at 6 pm on Monday, August 10 and Monday, September 14 was made by Vandevander, seconded by Nester. Motion carried.**

Northern Panhandle CD/Wheeling Watershed Assn Case: Dean reported no new communication received

NEW BUSINESS

Announcement: Tenney's Induction into WV Ag and Forestry Hall of Fame

- Supervisors attended the ceremony the previous Saturday; Tenney expressed appreciation and shared personal reflections
- Board was encouraged to consider nominations for future inductees and to keep award opportunities in mind, including the Carol Greene Award and Rookie Supervisor Award

Expense Reimbursement for New Supervisor Orientation: Tenney

- Supervisors carpooled to the orientation; Uncertainty remains about whether lunch costs will be billed to the district
- Board agreed to wait for an invoice, and review it next month
- No motion was needed at this time

Refreshments for July 21 Invasive Plants Class

- Board reviewed RSVP numbers from Facebook and phone/email; turnout expected to be high
- Discussion held on food options, cost, and flexibility due to uncertain attendance during hay season
- It was pointed out that TVCD Policy and Procedures Manual allows the Treasurer to manage purchases for classes without a board vote if total does not exceed \$2,000 for all items
- Board agreed that staff will handle refreshments within budget and adjust quantities as needed; No motion was required

Potential Reschedule of August 10 Board Meeting Due to County Fairs: Tenney

- Board reviewed county and state fair dates listed on the agenda
- August 10 meeting has already been moved to 6 pm; only overlaps with Randolph County Fair
- Supervisors stated it would not prevent attendance
- Board agreed no change is needed; No motion was required

Election of Officers

- Nominating committee recommended rotating chair per district bylaws: Dean as Chair, Tenney as Vice Chair, and Vandevander continue as Treasurer
- **Motion to accept the nominating committee's recommendation for James Dean as Chair, Donnie Tenney as Vice Chair, and Delbert Vandevander as Treasurer was made by Nester, seconded by Shaffer. Motion carried.**

Committee Assignments

- Existing committee list was reviewed; updates expected due to officer changes
- Work Crew/Safety/Equipment Committee discussed; Dean will serve as Chair, with Tenney remaining on the committee
- Board agreed to postpone full committee updates until next meeting, as the Chair formally appoints members
- No motions were made

SUPERVISOR REPORTS

- Shaffer received congratulations for 15 years of service; a certificate was presented
- Supervisors reported attending area meetings, committee activities, and helping with storeroom at the office
- Board discussed concerns about the proposed transmission line
 - The board will place a resolution discussion on next month's agenda
 - Tenney agreed to provide draft resolution language before the next board meeting
- Planning for October Delegate Dinner will also be placed on August 10th agenda
- Canfield expressed willingness to provide NRCS assistance with an outreach event
- Potential educational events, farm programs, and outreach opportunities were reviewed

ADJOURNMENT

Motion to adjourn at 11:20 was made by Nester, seconded by Poling. Motion carried.

(Minutes compiled and prepared by Amber Higgins, WVCA Administrative Specialist)