

TYGARTS VALLEY CONSERVATION DISTRICT

Building, Budget, Finance Committee Meeting Minutes

September 14, 2026, 4:00 PM, TVCD Office in Philippi, WV & via Teams

ATTENDANCE & CALL TO ORDER

Supervisors Present: Delbert Vandevander (Committee Chair, Treasurer), James Dean (Board Chair), Tom Short, Sarah Cunningham

WVCA Partner Present: Amber Higgins

- **Committee Chair Vandevander called the meeting to order at 4:20 PM.**
 - Short led the Pledge of Allegiance
 - September 14, 2026, Budget, Finance Committee Meeting Agenda presented for approval.
 - **Motion to approve agenda as presented was made by Dean, seconded by Short. Motion carried.**
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TVCD SIGN REPAIR/REPLACEMENT

- Committee reviewed repair needs for the exterior sign; vendor for one side is unresponsive and the top portion has rotted
 - Committee discussed vendor options for the sign and tenant signage
 - No final decision was made
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OFFICE RENTALS UPDATE

- Tenant modifications and lease terms were reviewed
 - Directional signage requests for Lovely Pain Piercing were noted
 - Committee noted completed room improvements and health department inspection requirements
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RECOMMENDATION TO BOARD

- Vandevander will check with DNR and the WV Wood Technology Center to possibly remake the top portion unless the current vendor responds to his requests
 - He will contact additional vendors for work on other portions of the sign
 - Topic will remain on board meeting agenda for October
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ADJOURNMENT

Motion to adjourn at 4:50 PM was made by Short, seconded by Dean. Motion carried.

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