

TYGARTS VALLEY CONSERVATION DISTRICT

Regular Board Meeting Minutes

September 14, 2026, 6:00 PM, TVCD Office in Philippi, WV & via Teams

ATTENDANCE

Supervisors Present: James Dean (Chair), Donnie Tenney (Vice-Chair), Delbert Vandevander (Treasurer), James Nester, Joseph Shaffer, Tom Short, Mateal Poling, Logan Hosaflook, Sarah Cunningham, Marsha Waybright

Partners Present:

WVCA: Jim Roy, Amber Higgins; James Helmondollar (partial, via Teams)

WVDOF: Rudy Williams

NRCS: Tim Canfield

WVU Extension Service: Brittany Leggett (partial, via Teams)

Visitor Present via Teams: Michael Miller

CALL TO ORDER

Board Chair Dean called the meeting to order at 6:00 PM.

Shaffer led the Pledge of Allegiance.

Approval of Agenda & Minutes:

- August 10, 2026, regular meeting minutes
 - **Motion to approve minutes as presented by Short, seconded by Shaffer. Motion carried.**
 - September 14, 2026, regular meeting agenda
 - **Motion to approve agenda as presented by Tenney, seconded by Shaffer. Motion carried.**
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INTRODUCTION OF VISITORS

- Miller attended via Teams but did not offer comments
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CORRESPONDENCE

- Memo from WVCA Executive Director Lyons regarding FY28 budget was noted
 - Thank-you card received from Junior Conservation Camp participant
 - Permit renewal received from DEP for Roaring Creek Coal Company
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TVCD REPORTS

Treasurer's Report: Vandevander

- Main checking balance: Aug 1, \$64,524; Aug 31, \$64,020; current: \$55,226
- Secondary checking: \$747.52; Savings: \$54,857
- Accounts receivable: \$5,551
- Office rentals income: \$3,891
- Spreader repairs: \$280; no spreader income due to breakdowns
- Resale purchases: \$712; Retail sales income: \$5,009
- Utilities for August: \$1168; Internet: \$359; Copier lease: \$217; Postage: \$164; Mortgage payment: \$1,200
- Supervisor per diem: \$2,903; Supervisor travel: \$998

- Dean and Waybright recommended exploring Starlink for reduced internet costs; Vandevander will research option
- **Motion to approve Treasurer's Report as presented was made by Nester, seconded by Shaffer. Motion carried.**
- Higgins reviewed the July and August Co-Admin Fund reports and noted that the EWP quick response payment recall was issued and processed after the reports were printed

District Work Crew Report: Vandevander

- One project completed in August; income \$3,670
- Payroll: \$3,120; Payroll taxes: \$438; Materials: \$223
- Pending estimates for several landowners
- Elk Water mowing remains scheduled
- Forest Service brush work still pending

Watershed O&M Report: Roy

- Shooks Run and Pecks Run inspections set for Oct 6; meet at TVCD at 9:00 AM
- Elkwater inspection set for Oct 8; meet there at 10:00 AM

AGENCY REPORTS

WVCA: Higgins

- Written report from Whetzel provided
- Only item remaining pending was Member at Large nomination due on September 15

WVACD: Tenney

- Heather Duncan and Vanta Coda were unavailable to attend; handouts included in meeting packets had also been emailed
- Awards luncheon registration due Oct 16; additional deadlines noted

WVU Extension: Leggett

- Summer fair and livestock programs completed; New 4-H year begins Oct 1
- Turkey project underway; School enrichment programming starting
- Flood-related landowner questions continue; Heirs property workshops available statewide
- Water in the Woods seminar scheduled for Oct 14; Women in Ag Conference set for Oct 23–24
- WVU Extension needs assessment underway

NRCS: Canfield

- Several new landowner visits completed; List of completed practices and payments reviewed
- Fiscal year agreements totaled \$3.16 million
- Extensive restructuring underway; planning and engineering teams reorganized
- West Virginia designated a pilot state for new certification system
- High tunnel guidance provided; applications carry over year-to-year
- Local work group meetings to resume priority setting; Upcoming training noted

WesMonTy RC&D: Poling

- Contracts being distributed; project work underway
- Birdhouses, pollinator houses available, and bat houses coming soon
- Outreach conducted at WV Farm Bureau picnic

WVDOF: Williams

- Forestry judging contest held in St. Mary's; 10 schools participated
- Personal update shared; assisted with storm-related work
- Recognized contributions of the late Gary Ely, former SCS/NRCS employee

COMMITTEE REPORTS

Building/Budget/Finance: Vandevander

- Committee met earlier that day and reviewed repair needs for the exterior sign
- Recommendation from committee: Vandevander will check with DNR and the WV Wood Technology Center to remake the top portion unless the current vendor responds, and he will contact additional vendors for the remaining sign work
- Office rentals update was provided; leases were renewed and one new tenant moved in

Education/Publicity/Exhibit: Poling

- Soil test information requested from state; planning Samara educational rollout
- NRCS soil scientist presenting Saturday at Appalachian Acres

Legislative: Tenney

- FY28 budget guidance noted
- Legislative advocacy continues

Grassland/AgEP: Dean

- AgEP contracts are coming back in, majority are back
- Deadline is Friday 9/18 before they become cancelled (postmark dates will be honored)
- New cooperator agreements since August meeting:
 - Barbour County:
 - Sanford Zirkle
 - Jeffery Loftin
 - Kevin Kelley
 - Randolph County: Jeremy Hamrick
 - Tucker County: Jonathan Hedrick

Water Resource: Short

- Nothing new to report

Work Crew/Equipment/Safety: Nester

- Committee met earlier that day and reviewed work crew operations, equipment status, and fiscal limits
- Recommendation from committee: maintain limited current work crew operations as-is with no new hires
- Jobs should be accepted only when they fall directly to TVCD, with subcontracting used when needed
- Committee will reassess work crew status in May ahead of BRIM insurance renewal

Personnel: Tenney

- Nothing new to report

Nominations & Awards: Cunningham

- Vandevander nomination has been submitted for Carroll Greene Supervisor of the Year Award
- Hovatter's Member-at-large nomination being finalized; expect to be completed in time for tomorrow's deadline

WVACD Directors: Tenney

- Quarterly meeting at Cedar Lakes upcoming Oct 28-29
- Area meeting scheduled for Sept 28 at EPCD

OLD BUSINESS

Committee Assignments

- Printed committee assignments from August board meeting were reviewed

Policy & Procedure Manual Update

- At the Oct 5 board meeting, the Personnel Committee will schedule a future meeting to start to review the manual

Century Farm Sign Presentations

- Century Farm signs will be delivered before October 15
- Supervisors will notify recipients and encourage attendance at the Legislative & Awards Dinner

Delegate Dinner

- Poling reported that the Outpost in Buckhannon has agreed to October 15 at 6 PM
- Board agreed to include awards as well, so it will be called Legislative/Awards Banquet
- To finalize planning, board scheduled a meeting on Monday, September 21 at 9 AM to include both the Legislative Committee and the Nominations & Awards Committee
- Since the invitation list will need to be updated, Higgins agreed to send the 2025 holiday banquet list to both committees prior to the September 21 meeting

WV DEP Air Sensor Partnership

- Upshur DHS/EMS has agreed to place a sensor; other placement progressing at Curry Park
- Randolph County has additional placement planned at Camp Pioneer (nearer Elkins)
- Taylor County installation pending Board of Education confirmation

NEW BUSINESS

TVCD Sign Repair or Replacement

- Board reviewed the Building/Budget/Finance Committee recommendation and discussed next steps
- Vandevander will check with DNR and the WV Wood Technology Center to remake the top portion unless the current vendor responds, and he will contact additional vendors for the remaining sign work

October 5 Board Meeting Time

- Board considered meeting at either 9 AM or 6 PM
- **Motion to hold the October 5 board meeting at 9 AM was made by Shaffer; seconded by Poling. Motion carried.**
- Meeting times for next summer discussed; topic will be placed on the October agenda

Christmas Luncheon

- Early planning began for the annual district luncheon to be held on Monday December 14
- Waybright and Nester agreed to check into possible locations since Tucker County is next in rotation

WVACD Committee Appointments

- Envirothon: Logan Hosaflook
- Appalachian Grazing Conference: Tom Short
- Grasslands: James Nester
- Donnie Tenney will continue to assist the Envirothon committee
- **Motion to approve WVACD appointments was made by Shaffer, seconded by Waybright. Motion carried.**

SUPERVISOR REPORTS

- Reports included attendance at economic development meetings, RC&D sessions, and community outreach events
- Supervisors described recent farm visits, soil sampling plans, and coordination with schools and youth programs
- Tenney stated that preparation continued for the soil health class at Appalachian Acres, and a Facebook post will be shared once final edits are completed
 - Regarding Facebook posts, Higgins clarified that the TVCD office is unlikely to see posts made on other accounts
 - Supervisors were asked that when they want something shared on the district's page, always send the items directly to the office so information can be posted accurately and in a timely manner

ADJOURNMENT

Motion to adjourn at 7:35 PM was made by Dean, seconded by Short. Motion carried.

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