TYGARTS VALLEY CONSERVATION DISTRICT

Regular Board Meeting Minutes

October 5, 2026, 9:00 AM**,** TVCD Office in Philippi, WV & via Teams

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ATTENDANCE

Supervisors Present:

James Dean (Chair), Donnie Tenney (Vice-Chair), James Nester, Tom Short, Mateal Poling
(Via Teams: Sarah Cunningham)

Partners Present:

WVCA: Jim Roy, Amber Higgins; James Helmondollar (Via Teams: Chris Ellison - partial)
WVDOF: Rudy Williams
NRCS: Tim Canfield, Tyler Putzulu

CALL TO ORDER

Board Chair Dean called the meeting to order at 9:00 AM.
Nester led the Pledge of Allegiance

Approval of Agenda & Minutes:

- September 14, 2026, Building/Budget/Finance Committee Meeting Minutes
- September 14, 2026, Work Crew, Equipment, Safety Committee Meeting Minutes
- September 14, 2026, Regular Meeting Minutes
- September 21, 2026, Combined Legislative Committee and Nominations & Awards Committee Meeting Minutes
    - **Motion to approve minutes as presented by Short, seconded by Nester. Motion carried.**
- October 5, 2026, Regular Meeting Agenda
    - **Motion to approve agenda as presented by Tenney, seconded by Short. Motion carried.**

INTRODUCTION OF VISITORS

- No visitors were present in person or via Teams

CORRESPONDENCE

- A DEP permit review was received for Wolf Run Mining
- The WV Ethics Commission newsletter was received
    - Board members were asked to review the page on Open Meetings Act electronic communications guidelines for reply to all emails and group texts
    - Next virtual training on the Ethics and Open Meetings Acts will be October 30, 2026, from noon to 1:00 PM; Email kimberly.b.weber@wv.gov for an invite

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TVCD REPORTS

Treasurer's Report: Dean (on behalf of Vandevander)

- Main checking balance: Sep 1, $64,020; Sep 30, $49,503
- Secondary checking: $747.52; Savings: $54,863
- Accounts receivable: $3,914
- Office rentals income: $3,366
- Spreader repairs: $59

- Resale purchases: $978; Retail sales income: $160
- Internet: $362; Copier lease: $261; Mortgage payment: $1,259
- Supervisor per diem: $2,240; Supervisor travel: $913
- Higgins added that although it wasn't listed in Treasurer's report, there had been one spreader rental in late September that hadn't yet been posted to the accounting system. Co-Admin Fund report not yet available for review

District Work Crew Report: Dean (on behalf of Vandevander)

- Equipment repairs and rentals were reviewed
- A crew member submitted notice that he's no longer available to work for the district and will return equipment
- Repair costs for the mulcher and hydraulic pump were noted
- Workers comp insurance renewal is due December 1

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

- Whetzel and other WVCA partners attending National Association of State Conservation Agencies 2026 Annual Meeting
- No changes since last report

WVACD: Tenney

- Tenney gave the WVACD report on behalf of Duncan, who was unavailable to attend
- Updates from the recent area meeting shared, including efforts to seek increased funding for AgEP and district support

NRCS: Canfield

- Ongoing technical assistance, completed practices, CSP work, and planning needs reviewed
- Updates shared on EWP inspections and restructuring

WesMonTy RC&D: Poling

- Checks being distributed; project work underway
- Birdhouses, pollinator houses available, and bat houses coming soon

WVDOF: Williams

- Fire Prevention Week outreach reported; general forestry updates given

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COMMITTEE REPORTS

Building/Budget/Finance: Dean (on behalf of Vandevander)

- Sign quote in packet was reviewed
- Action delayed until November 9th board meeting

Education/Publicity/Exhibit: Poling

- Outreach work continued with education partners
- Work with the Samara program continued, with more details still being reviewed
- Interest remained strong in hosting a repeat of the invasive species/weeds class with Hovatter
- Canfield shared information about virtual fencing technology; Putzulu agreed to send materials so the board can review for planning for possible training

Legislative: Tenney

- Plans for discussing funding needs with legislators reviewed
- Updates from recent area meetings shared

Grassland/AgEP: Dean

- Dean yielded to Helmondollar who shared updates on agreements, designs, and deadline reminders for cooperators
- Continued work on spring development specifications and engineering review

Water Resource: Short

- Nothing new to report

Work Crew/Equipment/Safety: Nester

- Nothing additional beyond district work crew report already provided

Personnel: Tenney

- Later in the agenda, a personnel meeting will be scheduled to address workers' comp and other matters

Nominations & Awards: Cunningham

- Century Farm signs were delivered; more applications will be encouraged next year
- Application packets will be prepared for supervisors to hand out at the upcoming banquet

WVACD Directors: Tenney, Nester

- Updates on upcoming quarterly meetings, staffing changes, and association matters

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OLD BUSINESS

Policy & Procedure Manual Update

- Later in the agenda, a personnel committee meeting will be scheduled to review the manual along with other items

Event Planning Updates

- Holiday Luncheon scheduled for December 14 at Our Lady of Mercy Catholic Church, 221 Water Street in Parsons
- Plans for the October 22 Legislative and Awards Banquet were reviewed:
    - RSVP numbers shared, and another reminder will be sent before the October 8 deadline
    - The board agreed that a program is needed so the event stays organized
    - The order of events was discussed, including the welcome, meal, slideshow, awards, AgEP report, conservation district overview, and remarks from legislators
    - A slideshow of Century Farm photos will run during the meal; pictures from recent sign presentations are being gathered
    - Certificates will be prepared for all Century Farm families, and for WVACD award nominees Hovatter & Vandevander
    - The committee will finalize speaker order once RSVP's are in
    - Dean will serve as emcee, Helmondollar will present the AgEP update, and other speakers will be given five minutes each unless other arrangements are made
    - Menu will include brisket, mashed potatoes, gravy, green beans, rolls, and optional salad or cookies
    - Poling was asked about the price per plate and whether there is a room charge; she shared that the meal cost is in the low 20-dollar range per person and that room fees were still being confirmed
    - **Motion to budget up to $1,500 for the banquet was made by Tenney, seconded by Nester. Motion carried.**

WV DEP Air Sensor Partnership

- Taylor BOE is preparing its application; Upshur and Randolph placements are complete
- Once Taylor submits, the district's commitment will be fulfilled

Northern Panhandle CD Case: Dean

- No new updates

NEW BUSINESS

Sponsorship Request: Women in Agriculture Conference

- **Motion to sponsor the 2026 WV Women in Agriculture Conference at the same $115 level as last year was made by Tenney, seconded by Short. Motion carried.**

Spring/Summer 2027 Board Meeting Time

- A short discussion was held about holding board meetings at 9 AM or 6 PM for Spring/Summer 2027
- The board noted that Hosaflook was unavailable to attend this meeting since he's not retired or self-employed, and Monday mornings at 9 AM are the most difficult to accommodate
- Agency staff mentioned that since overtime isn't allowed, evening meetings are counted as comp time to be used later in the week. This was shared as added context for planning, since those hours must be scheduled in a way that keeps office hours covered. NRCS confirmed the same is true for them. Both emphasized that they'll support whatever meeting time works best for the district
- Attendance differences from past evening meetings were unclear because the trial schedule was not widely advertised as being possible to attend outside normal business hours; the trial was short, and the public likely didn't know to look for evening meetings
- Item tabled for further discussion during November 9th board meeting

Personnel Committee Meeting Scheduling

- A Personnel Committee meeting needed to be scheduled to review the workers' comp renewal due before December 1 and to begin updating the Policy & Procedure Manual
- Two possible dates: Oct 15 & 21, both 9 AM; Higgins will check with Hosaflook and Vandevander to confirm which date works best
- Other supervisors are welcome to attend

SUPERVISOR REPORTS

- Supervisors reported on sign deliveries, recent meetings, and outreach work
- Several shared how well the personal delivery of Century Farm signs was received
- Ideas were discussed for using video or drone footage during future presentations
- Reports were given on RC&D meetings, area meetings, AgEP committee work, and district business

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PUBLIC COMMENT PERIOD

- No public comments were made

ADJOURNMENT

Motion to adjourn at 10:45 AM was made by Dean, seconded by Short. Motion carried.

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