

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

June 6th, 2017

MINUTES

With a quorum being present, Chairman Coffindaffer called the June Board of Supervisors meeting to order on Tuesday, June 6th, 2017 at 9:03 a.m. at the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

| | | |
|-----------------------------|-----------------------------|------------------------|
| Supervisors Present: | William Coffindaffer | Jane Collins |
| | James Foster | Steve Hannah |
| | Phil Osborne | Larry Sponaugle |
| | Randy Plaugher | Bill McClain |

| | |
|------------------------|---------------------------------------------|
| Others Present: | Belva Junkins, WFCD |
| | Dinah Hannah, WFCD |
| | Jeremy Salyer, WVCA |
| | Robin Ward, WVCA |
| | Jeff Griffith, NRCS |
| | Cheryl Carlin, WFCD |
| | Jim Nestor, TVCD |
| | Dan Elliot, TVCD |
| | Chuck Copeland, WV Div. Forestry |
| | Cole Payne, WFCD |
| | Caleb Smith, WVCA |
| | Jim Roy, WVCA |
| | Bruce Loyd, WVU Extension |
| | Ed Tomes, Harrison County Cooperator |

Welcome and Introductions: Jim Nestor and Dan Elliot were present today from TVCD. Dan Elliot is the new crew chief for Tygarts Valley, and he introduced himself to the Board and explained the ideas he has for the crew.

Ed Tomes is here today to ask the Board for payment approval on his lime contract. According to the FY17 contract that put lime stipulations of 80% CCE, payment could not be made if that requirement was not met. Mr. Tomes purchased lime that did not meet that requirement, and he completed and submitted invoices for his contract. **Foster moved to pay Ed Tomes his contract agreement regardless of the program requirements. Motion seconded by McClain. Motion carried.**

Mr. Tomes thanked the Board for their support, and he would be more cautious during his next lime application.

Agenda Approval: With no additions or corrections to today's agenda, Foster/Plaughner. Motion carried to accept the agenda.

Minutes: With no corrections or additions, the May 9th, 2017 minutes will stand approved as mailed. Foster/Plaughner. Motion carried to approve the minutes.

Financial Report: The financial reports for May are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for April is here today and Supervisors have a copy of it in their files. The report will be filed for audit. In addition to today's report is an extra balance sheet and income statement provided by John Law CPA for supervisor's review on the General and CDO accounts. **Financial reports will be filed for audit.**

Supervisor Per Diem and Travel: Treasurer Randy Plaughner reported on the following Supervisor's Per Diem and Travel expenses for the month of April:

| | | |
|----------------------|------------|----------------------------|
| Randy Plaughner | \$ 699.06 | |
| Rebecca Jane Collins | \$ 1312.85 | |
| William Coffindaffer | \$ 453.00 | |
| William McClain | \$ n/a | |
| Philip Osborne | \$ 510.76 | |
| Larry Sponaugle | \$ 380.88 | |
| James Foster | \$ 1609.17 | |
| Richard Steve Hannah | \$ 233.18 | <i>Totaling \$5,203.85</i> |

Total gross spent to date: \$38,024.42

Plaughner moved to approve Supervisor's April Per Diem and Travel as presented. Motion seconded by McClain. Motion carried.

Approval of Invoices and Payments: none at the time

Unfinished Business:

POW Review: The Board reviewed the plan of work that will be sent to Charleston for FY18. Jane commented in the Dry Hydrant section of the POW that the letters sent to the fire departments should address all supervisors, and not just the chairman. **Foster moved to approve the POW for FY18 as presented. Motion seconded by Sponaugle. Motion carried.**

Ag Enhancement Program: Caleb reported on the close of the FY17 database, and reported on the financial figures in the database. At the close, the Board is looking at having approximately \$5,000.00+/- left over in the AgEP account that are funds from their \$20,000.00 transfer from the general account.

No action was made on the funds left in the AgEP account.

Caleb also reported on the close of the FY18 sign up period, and commented that the Board had 135 applications totaling 62 cooperators averaging around \$175,000.00 for allocations.

Jeremy reported the 14 Districts are still splitting the \$880,000.00 statewide.

Foster moved to approve the presented AgEP payments and cancelations. Motion seconded by McClain. Motion carried. (see attached list) Ed Tomes is listed in the payments list.

Hannah would like the payment and cancelation paper adjusted to say the Board instead of the AgEP committee.

OM&R Salem Fork & Polk Creek: Jim Roy reported on getting an estimate from Tygarts Valley CD to do the work on Polk Creek. The estimated cost is \$10,900.00. Ed Martin has not reviewed this yet, as he is on vacation. **Foster moved to have Tygarts Valley CD complete the work on Polk Creek with a not to exceed of \$10,900.00 pending review from the WVCA. Motion seconded by Sponaugle. Motion carried.**

Coffindaffer reported on meeting with the Agency to make a draft O&M agreement for the City of Salem, as they do a lot of work for the maintenance of the Salem Fork dams. The agreement is in the Board's files today, and Coffindaffer is asking for the Board to review the agreement. **Foster moved to approve the agreement and have a copy sent to the Mayor of Salem for their opinion and/or approval. Motion seconded by Osborne. Motion carried.**

Jim Roy reported on getting an estimate from Tygarts Valley CD for the work needed on Salem Fork. The estimated cost is \$6,100.00. Ed Martin has not reviewed these either. **Hannah moved to approve the not to exceed cost of \$6,100.00 from Tygarts Valley CD to complete the work on Salem Fork pending review from WVCA. Motion seconded by Foster. Motion carried.**

Hannah commented that he would like to see the fences addressed at the two different sites on the Polk Creek dams. He recalled that there was supposed to be a design made by the NRCS or the Agency, and has not seen or heard of a completed design. Hannah feels the Board, along with the Agency, should meet with Mr. Boyle and Mr. Gum to address the problems and try to work out an agreement between all parties to get the fences addressed and fixed. He questioned about Tygarts Valley CD being able to give an estimate of the cost to repair/install the fences. A possible meeting in the future with the landowners to include Bill Coffindaffer, Steve Hannah and Jim Roy.

Field Day 2017: Zona Hudson has said she will help with field day. Doddridge Co Independent had an article in the paper, but it didn't list a cost of the event. Cheryl reported costs of the field day. Jeff reported he will be out of town, and will have his staff to take care of his absence. The Board would like post cards of the event to be sent to our District mailing list.

Lewis/Gilmer Solid Waste Authority: The Board members in Lewis and Gilmer counties have not found a replacement for the Solid Waste Authority Board. This will be on the agenda for next month.

Board recess at 10:45 a.m.

Board back to session at 11:05 a.m.

New Business

AgEP Administration Agreement: Jeremy reported on the agreement, and reminded the Board that this is a working agreement to house all the criteria that pertains to AgEP in our District. The completed draft from our District needs to be submitted by July 1, 2017. **Foster moved to approve the agreement. Motion seconded by McClain. Motion carried.**

Lewis County Commission Meeting: Brian is working on getting an opinion from the Attorney General's office and he has not heard anything back yet. This item will be on hold until Brian gets an answer from the Attorney General Office.

Correspondence:

Salem #12 DEP inspection

Lewis & Gilmer FSA County Committee Elections

Funding Requests: None at this time

Letters of Request: LOR's for FY18 operating grants and FY18 Supervisor Support are present today. The total amount for the FY18 operating grants is \$38,900.00, and the total amount for FY18 supervisor support is \$45,644.00. **Foster moved to approve and submit the LOR's. Motion seconded by Sponaugle. Motion carried.**

SPRP/EWP Project: none to report

Board Member & Associate Supervisor Reports:

Foster reported that he would like to have an education committee meeting after the Board meeting today.

Foster reported on Dominion giving the Envirothon committee a \$15,000.00 grant.

Collins reported on having a very nice time at Phil's farm for the meeting last month.

Dinah reported on being glad to have Bill Coffindaffer and Jane Collins help for the Tri-District contest, along with Caleb and Cole. Dr. Skousan does a very good job with the kids. Coffindaffer reported that they handed out t-shirts, and the kids loved the shirts.

Foster reported that Doddridge County Extension hired a new program assistant, and the Doddridge County High School will be hiring two new ag teacher's.

Hannah reported that he had been asked to serve on a special committee pertaining to the Conservation Farmer Award program. He reports from that committee that the big issue the committee is looking at is that it has become a big issue in getting farms to participate that hadn't participated in the past. The committee looked at talking to people who were past winners and what they had thought about the program. Also, that there was a big difference between full time farmers and part time farmers. The committee is going to have a conference call with an individual that is part of running the National Program, and get some insight from him. The committee is concerned that the program is falling apart, and will not change until you change the direction of the program. Bottom line they are running out of farms to run. Hannah also reports that he will not be in attendance to the next Board meeting.

Coffindaffer reported that he and Phil Osborne attended Lincoln High School's award ceremony and were able to hand out the scholarships for the WVACD scholarship. He also reports that the Harrison County farmland protection Board is struggling to obtain funding and is in the works of getting that task completed.

Collins reported that she and Sponaule attended the awards ceremony to hand out awards for the Samara Exam in Gilmer County.

Junkins reported on dropping off the awards to be given out to Mountaineer Middle School for the Samara Exam in Harrison County.

Collins questioned approval of supervisor expenses to the pasture walk at the Suan farm at the end of June. The WFCD has not been in planning with the NRCS on this event and wondered if this event qualified under the sponsored and co-sponsored events in the policy manual. **Hannah moved to approve supervisor's expenses to the pasture walk at the Suan's on June 29th, 2017. Motion seconded by Foster. Motion carried.** Supervisors may submit expenses for that event.

NRCS: Jeff provided a paper report. (see attached) Jeff reported that there will be a pasture walk at Bill Suan's in Johnstown, WV on June 29th, 2017 at 6pm. He passed out the Focus Conservation Approach document for the Board to review. **Hannah moved to accept the document with the edits. Motion seconded by Sponaule. Motion carried.**

WVU Extension: Bruce reported on the weed control that can be seen during the pasture walk at the Suan's. He reports that they have been busy with general extension work, and filling vacancies. The 4H agent for Lewis County is in the works. Barbour County has hired a 4H agent, and Harrison County is on hold pending the current budget situation.

Forestry: Chuck reported on having a new director, and has a meeting tomorrow with new staff.

WVCA Report: Caleb had nothing more to report on behalf of the Agency. He did report that the Ag teacher at Liberty High School has changed, and Zach Tennett will be taking over the vacancy.

Jeremy reported on the quarterly meeting, and encouraged the Board to still participate in the Conservation Farmer program at the local level as they had missed the state level entry. He provided a paper report as well. (see attached)

Robin reported that she will be at Mon CD on Wednesday and Thursday, and she will be in Preston County for Mon's meeting on July 6th, 2017.

WFCD Report:

Cheryl reported that everyone in the office has been busy with sign ups.

Cole reported that it was his 4th week here. To date he has been to 13 farms and helped 13 cooperators with a total of 88 samples. He has been to a lot of places and has covered 893 miles.

Conservation Agreements: There are several agreements for approval:

Jeffrey Sperry, Harrison County, 45 acres
Joel B. Shuman, Harrison County, 90 acres
Craig Hinterer, Lewis County, 326 acres
Richard D. Carpenter, Lewis County, 56.5 acres
Roger Wilmoth, Harrison County, 59 acres
James A. Smith, Lewis County, 128 acres
Kenneth Detamore, Lewis County, 80 acres
Patsy Sabatelli, Harrison County, 256 acres
Linda Coleman, Harrison County, 20 acres

Plaughter/ McClain . Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on July 10th, 2017 at the USDA Service Center Mount Clare, WV

Respectfully submitted,



Jane Collins, Secretary



William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:25 p.m.**

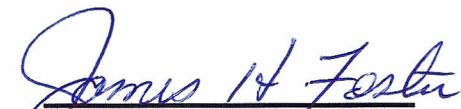
WEST FORK CONSERVATION DISTRICT
87 Ollie Lane Suite 104
MT. CLARE, WV 26408

| Name | Travel | Per Diem | Total |
|-------------------|---------|----------|-------------------|
| Phil Osbourne | 210.76 | 300.00 | 510.76 |
| Larry Sponaugle | 110.88 | 270.00 | 380.88 |
| Jane Collins | 592.85 | 720.00 | 1312.85 |
| Steve Hannah | 83.13 | 150.00 | 233.13 |
| Jim Foster | 889.17 | 720.00 | 1609.17 |
| Bill Coffindaffer | 153.00 | 300.00 | 453.00 |
| Randy Plaugher | 249.06 | 450.00 | 699.06 |
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| Total | 2288.85 | 2910.00 | 5203.85 |

WEST FORK CONSERVATION DISTRICT
87 OLLIE LANE SUITE 104
MT. CLARE, WV 26408

The Agricultural Enhancement committee met on 6-6-2017 and approved the following payments.

| Name | Practice | Feet | \$Paid | Check # |
|-------------|----------|--------------|---------------------|---------|
| F. L. White | Lime | 21 tons | \$420.00 | |
| K. Stutler | NM | 11.88 acres | \$356.40 | |
| B. Grogg | Lime | 119 tons | \$2,382.00 | |
| M. Shiflet | Lime | 150 tons | \$3,000.00 | |
| W. Suan | NM | 20 acres | \$600.00 | |
| N. Blake | Lime | 72.25 tons | \$1,445.00 | |
| D. Lang | Lime | 23.62 tons | \$472.40 | |
| L. Wolfe | NM | 20 acres | \$600.00 | |
| W. White | Lime | 103.1 tons | \$2,062.00 | |
| V. Rockwell | Lime | 146.72 tons | \$2,934.40 | |
| L. Nutter | Lime | 110.5 tons | \$2,209.30 | |
| C. E. Tomes | Lime | 144.03 tons | \$2,880.60 | |
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| | | TOTAL | \$ 19,362.10 | |
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Committee Chair

WEST FORK CONSERVATION DISTRICT
87 OLLIE LANE SUITE 104
MT. CLARE, WV 26408

The Agriculture Enhancement Program committee met on June 6, 2017 and cancelled the following contracts.

| Name | Practice | Units | Amount Approved |
|-------------------|----------|--------------|-------------------|
| J. Oldaker | Lime | 108 T | \$2,160.00 |
| A. Robert Potesta | Lime | 24.9 T | \$498.00 |
| A. Robinson | Lime | 69 T | \$1,380.00 |
| B. Pennington | N.M. | 8.19 A | \$246.00 |
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| | | TOTAL | \$4,284.00 |
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Committee Chair

West Fork CD – June 6th, 2017

Prepared by: Jeff Griffith

West Fork Conservation District Meeting

1) Farm Bill Update

- a. EQIP: 6 additional applications (EQIP-FCA) were pre-approved for funding; 1 Harrison, 1 Doddridge, 1 Gilmer and 3 Lewis County; Two cancelled their applications.
- b. AMA: 2 AMA applications have been pre-approved for funding and contracts developed. (High Tunnels and Irrigation systems) Both in Harrison County.
- c. 1 EQIP-RCPP Cerulean Warbler Habitat Enhancement Application was approved for funding. Lewis County;

2) National Quality Assurance Compliance Review was held in the Weston Office on Monday, May 15th, 2017. Staff from our National Office completed Engineering, Agronomy and Ecological Sciences field reviews of selected contracts in Lewis County. Field Office Staff have not been provided a final report yet.

3) Local Work Group Meeting is scheduled for Wednesday, June 28th, 2017 at 9:00 am at Mt. Clare Service Center.

- a. Long Range Plan has been updated for 2017. Meeting emphasis will be on submission of 2018 project plan.
- b. 2018 Project plan deadline for 2017 project that will be re-submitted for funding in 2018 is due 6/30/17 to the area office; new projects are due by 7/31/17. New project plans must be approved by the Conservation District on or before the August board meeting.

4) Field day: I will not be at the field day; Rebecca Flanagan will fill in and speak for me.

5) Pasture walk – June 29th, 2017 at 6:00 pm at the William Suan Farm in Johnstown.

June 2017 WVCA Report

WVACD Quarterly Meeting –

The next Quarterly Meeting of the West Virginia Association of Conservation Districts Board of Directors will be held July 17 and 18 at Cacapon State Park.

WVCA Budget

Updates will be provided as they become available.

Conservation Farm Tour

It is time for districts to be thinking about the farm families to be awarded.

Timelines:

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference.
County and District winners at local Conservation District annual banquets.

AGEP:

- **June 15, 2017** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2017** - Start of FY 18 program
- **July 31, 2017** - CDs submit annual progress report (per legislative rule)

Agricultural Enhancement Program Administration Agreement:

The purpose of this document is to update and replace the original AgEP agreements with CDs due to the growth and changes to the AgEP program. Districts will need to complete the necessary addendums in the agreement prior to the start of the next fiscal year. This document will need to be reviewed on a yearly basis.

Agreed Procedures Engagement (Audit)

Please verify your engagement is current. If it needs to be extended or rebid, please begin the process.

Conservation District Plan of Work

Conservation Districts are encouraged to prepare a District Plan of Work. Please submit you Plan of Work to Guthrie before June 15th.

State Committee

The next scheduled meeting for the SCC is July 11.

West Virginia WVACD State Fair Display – The dates for this year's fair is from August 10th – August 19th. It is suggested that Supervisors contact their District Manager (A.O.) to sign-up for the time period(s) they wish to work.

Watershed O & M

OM&R

- Annual inspections are complete. Monthly inspections resumed in May.
- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation work being conducted by CEC in South Fork is currently underway.
- O&M work for this season has started in some Districts.

EWP

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- Regional permit renewal – under review by WVCA/Corp of Engineers.

Citizens Contact Reports

- Call Log Procedure – a call log procedure has been implemented to assure that calls are directed to the appropriate project section staff. Please call 304-872-4302 and your call will be directed as needed.
- Technicians are performing site and generating stream management plans and blockage removal based on the calls that are received.

Stream Projects

- South Fork of the Cherry River (GVCD) – First phase is complete. Surveying is ongoing for the second phase with construction planned for this summer.
- Buffalo Creek (ECD) – Surveying and design are in process.
- Coal River (CCD) – surveying and assessments were started in March in the Alum Creek area.
- Rainelle Flood Control Channel restoration started May 30, work should be completed by June 23. National Guard is supplying dump trucks for two weeks beginning June 5.

Dam Rehab

- Gannett Fleming is continuing to work on planning studies for Brush Creek 9 & 15 and New Creek 1 & 17, and perform the construction oversight for UDC1.
- Upper Deckers 1
 - The permit process continues for UDC1 with construction slated for 2017/2018.
 - WVCA is preparing the permit applications and mitigation plan.
 - A job showing was held on April 14, 2017, bids were opened May 26, 2017. The bids are currently being evaluated.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Wednesday of each month. Any District that has rehab projects can participate in these meetings by phone.

Each area manager will be contacting area directors to provide details of activities in their respective areas. As always, feel free to contact Gene or Penny for further information.