

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

July 10th, 2017

MINUTES

With a quorum being present, Chairman Coffindaffer called the July Board of Supervisors meeting to order on Tuesday, July 10th, 2017 at 9:06 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
Randy Plaugher

Others Present: Dinah Hannah, WFCD
Robin Ward, WVCA
Jeff Griffith, NRCS
Cheryl Carlin, WFCD
Chuck Copeland, WV Div. Forestry
Cole Payne, WFCD
Caleb Smith, WVCA
Jim Roy, WVCA
Ed Martin, WVCA
John and Sue Ann Spiker, Lewis County Cooperators

Welcome and Introductions:

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

Minutes: With no corrections or additions, the June 6th, 2017 minutes will stand approved as mailed. Foster/Plaugher. Motion carried to approve the minutes.

Financial Report: The financial reports for June are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for May 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. Foster/Collins
Financial reports will be filed for audit.

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

Randy Plaugher	\$ 496.52	
Rebecca Jane Collins	\$ 209.76	
William Coffindaffer	\$ NA	
William McClain	\$ 89.58	
Philip Osborne	\$ 106.32	
Larry Sponaugle	\$ 402.96	
James Foster	\$ 314.55	
Richard Steve Hannah	\$ 104.88	Totaling \$1,724.57

Total gross spent to date: \$39,748.99

Plaugher moved to approve Supervisor's May Per Diem and Travel as presented. Motion seconded by Collins. Motion carried.

Approval of Invoices and Payments: There is one invoice here today for approval of the work done on Polk Creek by TVCD in the amount of \$12,425.00. There is a discrepancy in the amount to pay today, and the \$10,900.00 not to exceed approved at the June Board meeting. The Board will not make payment until the discrepancy is resolved.

After the recess of the Board, Ed Martin and Jim Roy cleared up the discrepancy. There are two invoices included in the invoice to be paid that cover tree removal on Polk Creek site #1	. The not to exceed of \$10,900.00 approved during June's meeting did not include the cost of the tree removal. The cost of the tree removal was approved during May's meeting. **Hannah moved to approve the payment to TVCD for \$12,425.00, and make a separate notation of the two invoices that are for the tree removal. Motion seconded by Osborne. Motion carried.**

Unfinished Business:

Field Day 2017: Cheryl reported that advertisements have been sent to all avenues, and to date she has 15 people who have paid to attend. Discussion was made on whether to cancel the field day due to lack of attendance. With the participation of out of state attendees the Board felt they could not cancel the event. Cheryl reported that the deputy commissioner is planning to attend the field day, and she questioned whether she should charge him. The Board agreed to not charge the deputy commissioner, as well as other elected officials as they were formally invited. The field day committee will meet on Friday July 14th, 2017 at 3p.m. via conference call. Robin set up the conference meeting during the meeting today, and reported the number and pin number to dial to attend the meeting on Friday.

Ag Enhancement Program: Caleb passed out a summary (*see attached*) with the FY18 AgEP sign up totals. He is requesting the Board to make a decision on what the outcome should be with the stockpiling applicants, as we do not know how many dollars we are going to receive and they are time sensitive. The Board questioned the funding available to approve stockpiling applicants, and approvals cannot be made until funding is available. Hannah questioned the residual dollars in the AgEP fund that are District

dollars, and whether that amount had been transferred back to the General fund. Robin informed that those dollars have not yet been transferred.

Hannah moved to transfer the residual District funds from the AgEP account to the General account. Motion seconded by Foster. Motion carried.

Osborne moved to give Caleb the authority to make approvals on the FY18 applications based on the percentage yields he provided on his summary, and pending funding from the WVCA. Motion seconded by Hannah. Motion carried.

Recess 10:12a.m.

Back to session 10:20 a.m.

OM&R Salem Fork & Polk Creek: Coffindaffer reported that the work on Polk Creek has been completed, and the work is being done on Salem Fork. Dinah reported that Steve has been in contact with Mr. Boyle concerning the fence situation on the that dam, and bringing it under compliance with dam safety. Steve has not been able get a meeting set with Mr. Boyle, but is working on it.

Lewis/Gilmer Solid Waste Authority: no report

Lewis County Commission Meeting: no report

New Business

NRCS/District Employee: Coffindaffer reported based on the consensus of a previous local work group meeting that there was a need for extra technical assistance. Coffindaffer met with Louis Aspey, Jeff Griffith, Jeremy Salyer, Nicole Viars and Robin Ward after last month's Board meeting to discuss the possibility of assembling a District/NRCS shared employee. The NRCS was on board with the idea, but due to lack of funding the Agency could not commit. The position would be a 50/50 cost shared employee between the District and the NRCS. The amount needed from the District to fund this employee would be \$25,000.00. Coffindaffer suggested in the meeting that they have a two-year contract, and the NRCS said that the contract could go for up to 5 years. The employee would be a District paid employee, and the NRCS would match their half of the salary and benefits. The day to day supervisor would be Jeff, and the Board could delegate an authoritative figure to be a District supervisor. Robin could have no ties assembled with this employee as it is not funded by the Agency. Cheryl would have to do the administrative rolls for this employee. **Foster moved to table the agenda item until the August meeting, so the full Board could be present to address this proposal. Motion seconded by Osborne. Motion carried.**

Jeff reported that August would be too late to talk about this position, as the NRCS requested we make a decision on this today. Jeff commented that this type of agreement has never happened in the past, and this would be the first one.

Foster moved to reconsider the tabled motion. Motion seconded by Osborne. Motion carried.

Hannah moved to hire a District/NRCS employee. Motion dies for fail of a second.

Local Work Group FCA update: Jeff reported that they had a local work group meeting on June 28th, 2017. He has with him today, a Forest Management Initiative for Cove Creek in the amount of \$50,000.00. He is requesting Board approval so he may send the contract to the State office for funding. **Foster moved to accept Jeff's recommendation and send the contract to the state office for funding. Motion seconded by Plaughter. Motion carried**

Correspondence:

Conservation Camp post cards

Funding Requests: There is one funding request present today from the WVU extension service for the Women in Ag. Conference. Robin reported on the levels of sponsorship opportunities. Osborne suggested sponsoring individual women from our District to attend the conference, as we sponsor cooperators to attend the grazing conference. The Board decided to not sponsor the WVU extension in this request, but work to send women from our District to attend the conference. Since the conference is not until October, the Board has time to work on advertising sponsorship opportunities, and making a decision on what they would like to do. This would be on the agenda for next month's meeting.

Letters of Request: One LOR for the FY18 AgEP funding is present today pending the allocation of State dollars. **Foster moved to approve and send the FY18 AgEP funding LOR pending the allocation of State dollars. Motion seconded by Collins. Motion carried.**

SPRP/EWP Project: none to report

Board Member & Associate Supervisor Reports:

Dinah reported that she will not be here for the August meeting.

Jane reported Farm Bureau in Gilmer County is sponsoring a field day this Thursday evening at 5p.m. They are going to be touring a couple high tunnels. I.L Morris and his wife will be there. There is a cost of \$3.00 to attend and a meal will be provided. RSVP to Jane if interested.

Randy mentioned there will be a grazing lands steering committee meeting at 10a.m. in Weston, WV on Friday July 14th, 2017.

NRCS: Jeff reported he is wrapping up contract obligations. Field work has picked up. He has a new pathways employee. Terry, he is from Barbour County and is studying natural resources in school. He plans to attend Virginia Tech to work on his masters, and he was in the Army for 9 years. There is going to be a high tunnel workshop at the John Westfall farm, and Jeff and his staff plan to be there to talk about their programs. Tom Wilsoncroft was involved in a Forestry training opportunity at John Cobb's farm. Mr. Cobb is preparing a news release for the Weston Democrat and possibly the Exponent Telegram. Jeff has been serving on a grazing committee for the last 6 months at the state office and he is trying to revitalize a program that was efficient in the late 1990's. He has been working to get a 3 day training set for NRCS employees, there will be one in the north and the south. The one in the north area will probably be in the West Fork area. He has been making farm visits to farms with grazing plans, and trying to make a presence in the field. Jeff showed the Board a presentation that featured Peggy and John Burgess from Doddridge County on their successes with the NRCS.

WVU Extension: no one present to report

Forestry: Chuck provided paper report (see attached)

WVCA Report: Jeremy provided paper report (see attached)

Caleb report that there was a slight change to the AgEP agreement policy. He reviewed the changes in section 3.9. **Foster moved to approve the AgEP agreement as amended. Motion seconded by Osborne. Motion carried.**

Robin reported that she is working hard in the Mon District, and has been spending a lot of her time up there. She asks for the Board's patience as she tries to balance two District's while Amy is out on maternity leave. She reported to the Board that she has committed Tuesday's and Thursday's to the Mon District, and will not be at the West Fork on those days. Robin reports that she is extremely grateful for Cheryl to handle the West Fork while she is out.

WFCD Report: Cheryl reported that the quarterly report is completed and is posted on the Agency webpage. She has completed the education brochure, and has a copy for the Board's review today. The education committee will meet at the Board meeting on August 8th, 2017.

Cole reported this is his 10th week of working with the District. He has made 24 farm visits, and 5 trips to the WVU soils lab. He has been to every county in the District, and has logged over 1,000 miles of travel. He is working now with Caleb to get the soil testing done on the stockpiling applicants. His last day that he will be with the District is July 21st.

Conservation Agreements: There are four (4) agreements for approval:

Chris Oliverio, Harrison County, 124 acres

James R. Holt, Harrison County, 144 acres

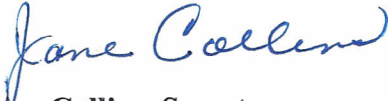
Leonard & Barbara Bailey, Harrison County, 98 acres

Delmas "ray" Mayle, Doddridge County, 24.5 acres

Foster/Plaughter . Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on August 8th, 2017 at the Doddridge County Park, West Union, WV at 9 a.m.

Respectfully submitted,



Jane Collins, Secretary



William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 11:56 a.m.**

Fall Sign Up Summary

	Applications	\$ Requested	% of Total Request	FY18 Budget	≈ \$ 70,000.00
Lime	49	\$ 77,036.65	47%	\$ 32,786.73	
Nutrient Management	31	\$ 16,403.40	10%	\$ 6,981.27	
Fence					
Divison	10	\$ 19,960.00	12%	\$ 8,494.96	
Water Exclusion	6	\$ 11,224.00	7%	\$ 4,776.92	
Wood Exclusion	5	\$ 14,880.00	9%	\$ 6,332.91	
Watering System	12	\$ 14,000.00	9%	\$ 5,958.39	
Winter Grazing	20	\$ 10,970.00	7%	\$ 4,668.82	
	133	\$ 164,474.05		\$ 70,000.00	

Pending FY18 State Budget

West Virginia Division of Forestry
P.O. Box 2
Elizabeth, WV 26143

TO: West Fork Conservation District
FROM: Charles Copeland, LOA Forester
SUB: Annual Forest Management Accomplishment Report
DATE: July 10, 2017

The following is a summary of forest land management practices and activities accomplished by landowners through the Landowner Assistance Foresters assigned to Doddridge and Gilmer counties assisting the West Fork Conservation District.

REQUESTS RECEIVED	<u>28</u> NUMBER
INDIVIDUALS ASSISTED	<u>17</u> NUMBER
NEW AND REVISED MANAGEMENT PLANS	<u>15</u> NUMBER
AREA PLANNED	<u>808</u> ACRES
HARVEST CUT MARKED	<u>0</u> ACRES
TIMBER MARKED	<u>0</u> MBF
AREA HARVESTED	<u>0</u> ACRES
VALUE HARVESTED	<u>0</u> DOLLARS
TIMBER HARVESTED	<u>0</u> MBF
SMALL ROUNDWOOD HARVESTED	<u>0</u> TONS
STAND IMPROVEMENT MARKED	<u>0</u> ACRES
STAND IMPROVEMENT TREATED	<u>0</u> ACRES
AREA PLANTED OR SEEDED	<u>0</u> ACRES
AREA PROTECTED FROM GRAZING	<u>0</u> ACRES
FENCE CONSTRUCTED	<u>0</u> RODS
ACCESS ROADS AND TRAILS	<u>0</u> FEET

July 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. **The deadline for our block of rooms has been extended for 10 days. You can make your reservations by calling 304-258-1022.**

WVCA Budget

The FY18 budget was approved and the amount the agency will receive: \$7,685,912. This is \$188,809 less than what we received for FY17. The agency will absorb the cut by eliminating vacant positions. All other funding will remain static, with no growth.

Conservation Farm Tour

Area I August 2 & 3
ECD, GVCD, SCD, GCD

Area II July 27
NPCD, WCD

Area III July 26
EPCD, PVCD

- **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:

- **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.

Please submit this to Jennifer Skaggs if you haven't already.

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1st

WVACD Honorary Member At Large – form due to Joe Gumm by September 1st

WVACD Lifetime Honorary Member – form due to Joe Gumm by September 1st

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th.

State Committee

The next scheduled meeting for the SCC is July 11, which will be held by video conference.

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 to sign-up for the time period(s) they wish to work.

Watershed O & M

OM&R

- Staff is performing monthly inspections.
- Work continues with NRCS to develop engineering plans for watershed dams. The draft designs for the seep investigation work being conducted by CEC in South Fork are currently under review by WVCA/NRCS.
- O&M work for this season is underway.

EWP

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- Regional permit renewal – the revised permit is out for public comment.

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 is complete.
- Stream Management Plan training is scheduled for July 12 for WVCA staff.

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.
 - MCD has accepted the bid from Triton Construction.
- 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.

There was a McPherson pit burner demonstration by the factory technician for agency staff. The burner will be used on EWP and O&M in the future.

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.