

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

August 8th, 2017

MINUTES

With a quorum being present, Chairman Coffindaffer called the August Board of Supervisors meeting to order on Tuesday, August 8th, 2017 at 9:04 a.m. at the Doddridge County Park, West Union, 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

Others Present: Robin Ward, WVCA
Jeff Griffith, NRCS
Cheryl Carlin, WFCD
Chuck Copeland, WV Div. Forestry
Caleb Smith, WVCA
Adam Cheeseman, Doddridge County Superintendent
Ken Heiney, Doddridge County Education

Welcome and Introductions:

Foster introduced Adam Cheeseman, Superintendent for Doddridge County schools. Foster reported that there are two new Ag. teachers on board at the high school, and new members to Doddridge County extension.

Mr. Cheeseman thanked the Board for their invite for him to attend the meeting. He talked about the County having an aggressive agenda. They have a program called farm to school. Students will raise crops and sell their products to the school, and the cafeteria will use it for lunch. Ken Heiney also thanked the Board for the invite.

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

Minutes: With no corrections or additions, the July 10th, 2017 minutes will stand approved as mailed. Foster/Collins. Motion carried to approve the minutes.

Financial Report: The financial reports for July are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for June 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 Plaugher reported on the following Supervisor's Per Diem and Travel expenses for the month of June:

Randy Plaugher	\$ 265.50	
Rebecca Jane Collins	\$ 345.06	
William Coffindaffer	\$ May and June 264.75/325.86	
William McClain	\$ 179.16	
Philip Osborne	\$ 120.69	
Larry Sponaugle	\$ 177.30	
James Foster	\$ 236.96	
Richard Steve Hannah	\$ 86.52	<i>Totaling \$2,001.80</i>

Total gross spent to date: \$41,750.79

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

Approval of Invoices and Payments: Payment for the O&M work on Salem Fork is present today. **Plaugher moved to approve and pay TVCD \$5,417.50. Motion seconded by Sponaugle. Motion carried.**

Unfinished Business:

Field Day 2017: Cheryl provided the Board with a breakdown of expenses and income for the field day (*see attached*). She reported on the handout. After expenses and registration taken in the Board spent approximately \$4,000.00 for the field day. Cheryl reported we are waiting for expenses from Dr. Poore, and making donations to the park and the man who provided the tent for us. Foster commented that we didn't need to make a donation to the park. **Plaugher moved to send Mike Kirby a donation of \$500.00 for the use of his tent. Motion seconded by Foster. Motion carried.** His payment can be sent to:

Faith Baptist Church
21 Downbridge Rd.
Shinnston, WV 26431

Phil thought the field day went along as best as it could. He wished they could have had more in attendance.

Robin commented that she had only heard good things about the field day, and everyone she has heard from had enjoyed themselves.

Ag Enhancement Program: Caleb passed out a sheet with the financial figures of funds allocated for approval for FY18. (*see attached*). Caleb had talked with a few Board

members and reported that they wanted to over allocate. Caleb provided figures for the Board to look at with over allocation in mind. **Hannah moved to over allocate and approve \$100,000.00 in applications. Motion seconded by Osborne. Motion carried.**

Larry questioned the deadline for contract signature. He has a cooperator in Gilmer County that asked if he could start the project before he signed the contract. Caleb informed that he could not, and all cooperators had to come into the office and sign their contracts.

Caleb reported that he had a few Wintergrazing applicants question the weather, and getting their urea put on. He extended the deadline and allowed those individuals until September 1 to get their urea put on. He reported on having the statewide AgEP pamphlet from Jennifer for them in their packets.

OM&R Salem Fork & Polk Creek: Jim Roy is working on flood work in Marion County, and cannot join us today to report.

FCA Project Proposal-Cove Creek Forest Management Initiative: Jeff reported on the Cove Creek Forest Project from last meeting, and he has made some adjustments to the project. Jeff reported on the changes in the project and asked the Board for approval of the revisions. **Foster moved to approve the Cove Creek Forest Management Initiative with the revisions. Motion seconded by Plaughter. Motion carried.**

Lewis County Commission Meeting: Foster report on looking at his old paperwork. He said that there would be no way that the commission could get out of not paying their contribution. The Board is still waiting on information from Brian.

Board recessed at 10:01 a.m.

Board back to session at 10:17 a.m.

New Business

Sponsoring Women in Ag: Robin reported on the information sent from WVU Extension on the Women in Ag conference in Kingwood, WV. The price is \$190.00/person to attend the conference without lodging. **Foster moved to sponsor one woman from every county in the District to attend the conference. Motion seconded by Sponaule. Motion carried.** Advertisement would be made on Facebook, news releases, and word of mouth. If all slots in the four counties are not filled, extra individuals from other counties may fill the vacancy in the other counties.

Nominations WVACD Honorary Member, Member at Large, Carol Greene Awards: No nominations were made this year.

Correspondence:

Junior Conservation Camp Post Cards

Funding Requests: One funding request is present today from the DEP Youth Environmental Day. The Board has sponsored \$180.00 to the DEP in the past for this event. **Foster move to pay \$180.00 to the DEP for the Youth Environmental Day. Motion seconded by Plaughter. Motion carried.**

Letters of Request: none at this time.

SPRP/EWP Project: no new projects to date.

Board Member & Associate Supervisor Reports:

Jane reported on the high tunnel tour that took place in Gilmer County on 7/13/17. It was a great success and they had over 40 people in attendance. There was a full page article in the Gilmer Free Press about the event. She reported on behalf of Bill McClain. He is at his daughter's State Fair today, and he needs to know 10 days before the banquet the number of RSVP's.

Larry questioned having the weed wiper in Gilmer County for a while for cooperators there to use. Since it was a great distance from the office, the Board assured Larry that whoever housed the weed wiper in Gilmer County while it was being used would not be charged daily, but rather charged for the days he had the equipment in use. Several cooperators would use the weed wiper while it was in Gilmer County.

Foster reported on sending items for the auction for the annual meeting in October. Ag Day at the Capitol is scheduled for February 7th, 2018. The breakfast will be served again this year. NRCS will be awarding the \$5,000.00 Garden Grant again to the Districts. Persons interested in reserving the conference room at the Association office will need to get in contact with the DM at the Elk CD to reserve the room. There has been some confusion and overlap of meetings. Association scholarship applications will no longer come back to the Districts they will go on to the WVACD office at Elk CD. Brian Farkas and Tim Vanreenan are planning to make visits to the District Board meetings for listening sessions.

Foster commented that the Agency needs to come up with a better plan for taking care of individuals with stream blockage issues. He hears that the Agency can help if it is at a certain percentage blockage, and then hears they cannot help if it is at another percentage of blockage. He feels the Agency is not offering any assistance and rather offering a lot of lip service. The code says that we will help with erosion, and Foster feels we are not doing anything to help and the Agency needs to look at developing a better system for this.

Foster reported on a new program that will recognize farmers in WV called the Leopold Conservation award. He passed out a paper that outlined the award. Foster stated that we as supervisors need to do a better job of going out to farms, and find people who are doing a good job on their farms. We cannot rely on NRCS to find farms for us. It is the job of the supervisors to do this. Foster commented that he drives around in Lewis

County and sees a lot of farms that are beautiful. The next RC&D meeting will be on August 22nd, 2017 at 10a.m., and they will be touring Peggy Burgess's farm. The Oxford Grange will be providing a meal.

Hannah reported that in the next couple of weeks they will have meetings on the statewide farm judging contest. He asks for this to be on the agenda at next month's meeting.

NRCS: Jeff reported that they are wrapping up contract obligations. He is having a Grazing management training on October 17th-19th, 2017. He would like to have supervisors attend the session. He thanked the Board for considering the NRCS shared employee position. He hopes in the future that this employee may be able to work out. Jeff gave the Board an idea for their banquet this year, as there are not many people to recognize. He suggested recognizing farmers that have made a contribution to conservation in the past or have supported efforts in their community toward conservation, or farmers who have held training opportunities.

FSA: no one present to report

WVU Extension: no one present to report

Forestry: Chuck reported the forestry contest will be on September 7th, 2017 at the Tyler County camp ground at 9:30 a.m. A forestry crew just came back from working out west for a few weeks.

WVCA Report: Jeremy not present today his paper report is provided (*see attached*).

Foster questioned the last time Jeremy was present at one of our Board meetings. He felt that he could be present a bit more at our meetings, and that the video conferencing system is a crutch.

Robin reported that the FY17 audit will be taking place next week on August 15th, 16th, and 17th.

WFCD Report: Cheryl reported on the weed wiper and the damages that have been reported on it. The carpet is shifted sideways on it, and the battery cables have been melted. Phil would come and take a look at the wiper, and see what needs to be done. Cheryl has been busy in the office and apologized for not having the annual report ready or the water supply inventory done earlier. With Robin in Morgantown, and Caleb covered up in Tygarts Valley, Cheryl has been left to handle the field day, AgEP, and other District functions by herself. She would like to start the newsletter, and asked the Board for topics to put in the newsletter. The Board would like to have an article about over grazing and the importance of grazing management, and stocking rates.

In light of Cheryl's report Robin told the Board they really needed to thank Cheryl for her efforts. Without her a lot of the field day would not have been completed, and office tasks would be left incomplete.

Coffindaffer reported that Cheryl had really went above the call of duty in essence of the field day, and felt she needed to be compensated for her efforts.

Cheryl excused herself from the meeting.

The Board was in agreeance of Cheryl's extraordinary efforts, and felt she needed to be compensated well. She has done a lot of extra work with Robin in Morgantown, and handled the field day tasks with out complaints. **Sponaugle moved to give Cheryl an extra stipend of \$500.00. Motion seconded by Collins. Motion carried.** The expense would be added to the field day expenses.

Coffindaffer suggested that the Board come to the next meeting with someone in mind to recognize at the banquet.

Conservation Agreements: There is one agreement present today for approval.

Donald Loss, Harrison County, 240 acres

Plaughter/Foster. Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on September 5th, 2017 at the USDA Service Center in 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 11:36 a.m.**

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

Name	Travel	Per Diem	Total
B. H Coffindaffer	114.75	150. ⁰⁰	264.75
B. H Coffindaffer	145.86	180. ⁰⁰	325.86
B. H McClain	59.14	120. ⁰⁰	179.14
Larry Spanangle	87.30	90. ⁰⁰	177.30
Phil Osbourne	60.69	60. ⁰⁰	120.69
Jane Collins	165.06	180. ⁰⁰	345.06
Jim Foster	116.96	120. ⁰⁰	236.96
Richard Hannah	26.52	60. ⁰⁰	86.52
Randy Plaugher	85.50	180. ⁰⁰	265.50
Total	861.80	1140. ⁰⁰	2001.80

2017 Field Day Expense and Income Sheet

Expenses:

Mike Riffle - Catering for dinner & lunch	\$2,280.00
M&M Septic Pumping - 1 portable toilet	\$100.00
Ice	\$19.96
Name Badges	\$42.81
Greg Judy	\$4,304.00
Matt Poore	???
Tent Donation	???
Park Donation	???
Postcard Postage	\$192.78
EXPENSE TOTAL	\$6,939.55

0/0 TENT MINISTRY
\$500 FIRST BAPTIST
21 DOWNBRIDGE

Revenue:

Registration Payments	\$2,940.00
REVENUE TOTAL	\$2,940.00

TOTAL AMOUNT FUNDED FOR FIELD DAY **\$3,999.55**

Friday Attendance - 74

Saturday Attendance - 81

State Budget

\$ 76,000.00

Applications

Lime	16	\$	33,577.40
Nutrient Management	13	\$	7,338.90
Fence			
Divison	3	\$	8,640.00
Water Exclusion	3	\$	5,064.00
Wood Exclusion	2	\$	6,240.00
Watering System	5	\$	7,900.00
Winter Grazing	10	\$	5,361.20
	52	\$	74,121.50
		\$	75,058.10

\$34,514.⁹⁸**Over Allocation**

Based on 81% completion, if we allocate a total of \$93,000 (\$17,000 District Funds) we will use up most of the state funds
We will also be able to fund 14 more contracts, broken down below.

Applications

		\$	
6	\$	43,798.20	
4	\$	9,529.20	
1	\$	12,640.00	
0	\$	5,064.00	
0	\$	6,240.00	
1	\$	8,900.00	
2	\$	6,408.00	
14	\$	92,579.40	

August 2017 WVCA Report

WVACD Quarterly Meeting – The WVACD Quarterly meeting was held on July 17th, 18th at Cacapon State Park. District Directors will provide a report.

Conservation Farm Tour

Timelines:

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

- **August** - Statewide judging late August 29,30 & 31
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners will be presented at local Conservation District annual banquets.

The Farm Tour Committee is reviewing the Leopold Conservation Award promoted by the Sand County Foundation as a potential option for the WV Farm Contest.

The web site is: Sandcountyfoundation.org The Sand County Foundation bills itself as the “Nation’s Leading Voice for Private Land Conservation.”

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.

Agreed Procedures Engagement (Audit)

Please verify your engagement is current. If it needs to be extended or rebid, please begin the process. With the closing of the fiscal year, if you haven’t done so already please start the process to conduct your audit with your firm.

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

AgEP Timeline

Funding allocations have been finalized and LORs are ready to be processed. Districts need to have the new AgEP agreement signed and in WVCA ASAP. Your AgEP LOR CAN NOT be processed until this is received.

State Committee

The next scheduled meeting for the SCC is October 10th.

AgDay at the Capitol / Legislative Breakfast

Ag Day will be held on February 7th 2018. There will be another Legislative breakfast, details will be provided as available.

Listening Sessions

Brian and Timothy VanReenen will be planning to visit all conservation districts beginning in September for listening sessions. These sessions allow the CDs an opportunity to discuss issues and offer ideas to present to WVCA and the WVACD. They will be looking for recommendations on which questions they should present to districts to update the information obtained during the last session in all 14 districts.

WVCA Project Section

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 – the proposed permit is currently out for public comment. The comment period closes July 10, 2017.

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. The total cost for the project is \$220,528.15.
- A new version of the SSRP cost-share program is being finalized and details will be made available soon.

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
 - Groundbreaking set for August 7
 - 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.
 - MCD awarded contract to Triton Construction of Nitro, WV. The winning bid was \$7.9 million.
- 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.

Final Report for August Board Meeting

8/8/17

It has been an honor and privilege to work for the West Fork this summer. This job has helped open my eyes to the possibilities of a career choice with Conservation and the USDA as a whole. I am beyond grateful for the opportunity you have given me. For me this was never just a summer job to earn some money. I really wanted to get out there and learn all I could to further my knowledge in agriculture and I feel I have surpassed my expectations. While driving all over four counties was challenging at times I always found my way and had a fun time. I loved getting to go to many farms and see the differences in how each was operated. From just a small garden plot to the huge cattle operations, no two farms were the same. I enjoyed working with the staff of the West Fork and NRCS. All were friendly and helped whenever I asked. I am thankful to have worked here and thankful that you all gave me the chance to.

This summer I:

- Worked a total of 11 weeks
- Visited 37 farms
- Took 168 samples with an average of 4 samples per visit
- Made 7 Trips to the WVU Soil Lab
- Travelled a total of 2464 miles
- Assisted Caleb Smith in sampling the fields under the Winter Grazing program