

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

**April 11th, 2018**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the April Board of Supervisors meeting to order on Wednesday, April 11th, 2018 at 9:02 a.m. at the Mount Clare USDA Service Center Mount Clare, WV. The Pledge of Allegiance followed the call to order.

**Supervisors Present:** William Coffindaffer  
Jim Foster  
Phil Osborne  
Randy Plaughter

Jane Collins  
Steve Hannah  
Larry Sponaugle  
Bill McClain

**Others Present:**

Belva Junkins, WFCD  
Robin Ward, WVCA  
Jeff Griffith, NRCS  
Cheryl Carlin, WFCD  
Dinah Hannah, WFCD  
Jeremy Salyer, WVCA  
David Garner, FSA  
Jesse King, WV Division of Forestry

**Welcome and Introductions:**

**Agenda Approval:** With no additions or corrections to today's agenda.  
Foster/Plaughter. Motion carried.

**Minutes:** With no corrections or additions, the March 14<sup>th</sup>, 2018 minutes will stand approved as mailed. Chairman declared approved as mailed.

**Financial Report:** The financial reports for March are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for March is here today and Supervisors have a copy of it in their files. 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.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of March is present today for the Board's approval.

**Financial reports will be filed for audit. Foster/McClain. Motion carried.**

**Supervisor Per Diem and Travel:** Treasurer Randy Plaughter reported on the following Supervisor's Per Diem and Travel expenses for the month of February:

Randy Plaughter	\$ 307.74	
Rebecca Jane Collins	\$895.39	
William Coffindaffer	\$ 261.18	
William McClain	\$ 179.16	
Philip Osborne	\$	
Larry Sponaugle	\$752.89	
James Foster	\$ 491.20	
Richard Steve Hannah	\$86.52	<b><i>Totaling \$2,974.08</i></b>

***Total gross spent to date: \$24,149.77***

**Plaughter moved to approve Supervisor's February Per Diem and Travel as presented. Motion seconded by McClain. Motion carried.**

**Approval of Invoices and Payments:** None at this time

**Unfinished Business:**

**Ag Enhancement Program:** Foster moved the following cancelation;

J. Garton, Pasture Division Fence, \$1,120.00

**Motion seconded by Plaughter. Motion carried.**

Caleb is in training for the week, and has provided a paper report (*see attached*)  
The AgEP committee will meet after the Local Work Group meeting on April 25<sup>th</sup>, 2018.

Jeremy reported our practices for FY19 have been approved by the State Committee. He does not have a firm figure on the allocation we will be getting for FY19, but he figures it will be around the same amount as last year. He advises that once we know our allocation figure to draft the LOR to send to Charleston.

**OM&R Salem Fork & Polk Creek:** Polk Creek inspections are scheduled for April 23<sup>rd</sup>, 2018 at 9 a.m. at the Pricetown Firehall. The City of Salem has agreed to be a sponsor for in kind work on the dams. Jeremy advises to hold off on finalizing O&M agreements until we have a response from the Attorney General's office. Karen Stickley was present with the Harrison County Commission on March 28<sup>th</sup>, 2018 to discuss the dams. The meeting was received well from the commission. Sister would like to have signs made for the watershed, but Coffindaffer would like to receive a quote on how much the signs would be, before he took any action.



## **New Business**

**Samara Contest- Gilmer County:** Jane questioned if she could award their Samara winners with a scholarship to Junior conservation camp. The Board agreed that if the two scholarships weren't used from Harrison County, that Jane could use them as awards for her Samara winners.

**Conservation Farmer:** Tours need to be set up for May, and District farm winners need to be submitted to Jeremy by the end of May. The Board will tour farms on May 23<sup>rd</sup> and 24<sup>th</sup>, 2018. The Board will contact qualified cooperators in their designated counties, and ask if they would like to participate and report back to Robin.

**Summer Soil Sampler:** Robin has received two applications with one individual that fit the qualifications. **Foster moved to hire Seth Law for the Soil Sampler position.**  
**Motion seconded by Osborne. Motion carried.**

**May Board Meeting:** The May meeting will be at the Osborne Farm pending approval from Becky. The Board is encouraged to bring a covered dish of their choice.

**Office Lease:** Robin reported on the meeting held with the Bastin's to discuss the new office lease. The Bastin's were very accommodating, and had no problem taking care of minor renovations before the District moved in the new space. Robin is still waiting on figures to come from FSA regarding the accurate square footage use. The lease is the same as it has been. The only change is the amount of square footage use. At the time there isn't an accurate lease to approve until Robin gets the figures from FSA. The office lease will be on the agenda for the next meeting.

**Board Recessed 10:21a.m.**

**Board Back to session 10:33 a.m.**

**POW Review:** The Board reviewed the POW, and made adjustments in the comments section. Cheryl will update the POW and keep a copy on file.

**Correspondence:** Letter from Webb Family- The letter is concerning Salem Fork site 13, and Jim Roy is working on following up with the issue addressed by the letter. Jeff suggested that the Board follow up with Jim Roy.

Letter from Alan Miller- Senior Conservation Camp. He writes to urge for support and participation of the Senior Conservation Camp.

**Funding Requests:** Roger Nestor Memorial Contest- Jared is requesting \$350.00 to cover extra expenses and monetary awards for the contest. Discussion was not made at the quarterly meeting regarding the Association's financial support of the contest, and Jared should make this request directly to the Association for funding. The District will still pay for the teams registration and meals in our District for the contest.

**Letters of Request:** CD Employee JFM 18. Melinda does not have this report finished yet. **Foster moved to accept and submit the LOR pending information from the accountant. Motion seconded by Plaughter. Motion carried.**

**SPRP/EWP Project:** No new report.

**Board Member & Associate Supervisor Reports:** Foster reported on the WVACD quarterly meeting. No attendance was present from the State Agency as there was a scheduling conflict. The association is looking at setting a permanent date and place where their meetings will be held in the future. Also, they would like to have their meetings after the State Agency has their meeting. A 5-year O&M plan was discussed to help with sponsors and budgeting. A proposed move of inspections to the Fall was discussed as well.

Hannah reported Louis Aspey talked about a need for hiring additional personnel. He has been trying to figure out a way to get District's involved with hiring personnel. He has a million-dollar grant to hire 5 employee's, but is not sure where they will be placed. The association approved 9 scholarships, and the West Fork did not receive winners this year.

Hannah would like to have a meeting with a representative from EQT or Dominion to talk about the pipeline business. He is going to consider contacting a representative from these corporations to have them speak at our May, and or June meeting.

Collins questioned when the Association will be voting on the grant submittals. Friday, April the 13<sup>th</sup> is when the committee is to meet and decide.

Plaughter reported on the Grassland meeting held last Friday. They finally got things worked out on the scholarship and competition coming up at Jackson's Mill. They do not know how many teams are going to be there.

They July meeting date may need to change due to scheduling conflicts with the quarterly meeting. This will be on the Agenda for the next Board meeting.

**NRCS:** Jeff handed out a draft letter of the Local Work Group letters that are going to be sent out. He explained the importance of the Local Work Group meeting. He passed out a hand out on stockpiling that Richard Law had put together pertaining to the output of producers in the program. They wanted to know how the producer felt about the program. Jeff is hoping to have a similar report on the hay unrolling practice soon. Multiple Districts around the State are mirroring our projects. The last three weeks have been busy, and he has had training in Morgantown. Rex is back to work, and will be working 2-3 days a week.

**FSA:** Dave reported on having to make sure names match with Social Security numbers as a National Directive from the IRS. The honey bee loss program is still in effect. They currently have FY18 payment loss rates on the LIP program. The farm storage facility loan is still in effect for cheap rates, and he is looking for someone from Lewis and



Gilmer County to run on his County Committee. He will be a judge in the upcoming Envirothon.

**WVU Extension:** no one present to report

**Forestry:** Jesse reported that he and another are going to be at the Envirothon training tomorrow.

**WVCA Report:** Jeremy reported with a paper report (*see attached*).

Robin reported that she has been working on the office move, and Spring is in full swing within the District as the Lime Spreaders are starting to pick up. She questioned where to look for an office counter. The Board recommended James & Law, Champion Industries, or a Cabinet Maker

**WFCD Report:** Cheryl reported that she has been busy working with the Envirothon Training, and she may need help with the Pizza's for the contest. She reported on submitting a news release to the paper on AgEP.

**Conservation Agreements:** There are three agreements present today;

Todd Haddix, Harrison County, 70 acres

Michael D. Conley, Harrison County, 64 acres

Shane Rushing, Harrison County, 38 acres

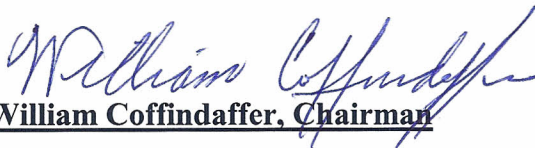
**Plaughter moved to approve and accept the conservation agreements. Motion seconded by Foster. Motion carried.**

**Set Date of Next Meeting:** The next meeting will be held on May 9<sup>th</sup>, 2018 at Phil and Becky Osborne's farm 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 p.m.12:15**

APPROVED  
4/11/18

### Travel and Per Diem - Treasurer Approval for Payment

Name	Travel	Per Diem	Total
Jane Collins	475.39	420.00	895.39
Larry Sponaugle	392.89	360.00	752.89
Bill Coffindatter	111.18	150.00	261.18
Steve Hannah	26.52	60.00	86.52
Jim Foster	311.20	180.00	491.20
Bill McClain	59.16	120.00	179.16
Randy Plaugher	97.74	210.00	307.74
Totals	1474.08	1500.00	2974.08

WEST FORK CONSERVATION DISTRICT

87 OLLIE LANE SUITE 104

MT. CLARE, WV 26408

The Board of Supervisors met on 04/11/2018 and approved the following cancelations.

Name	Practice	Acres	\$Allocated	
J. Garton	Pasture Div. Fence		\$1,120.00	
	<b>TOTALING</b>		<b>\$1,120.00</b>	

  
Committee Chair

**Conservation Specialist Report**

**AgEP:** The FY19 Ag Enhancement applications have all been updated for the sign up next month.

- Cooperators have until June 1 to complete practices.

**AgEP Policy – SEE ATTACHED WVCA LEADERHEAD**

- We need to set an AgEP meeting to come up with a policy for cooperators that continue to cancel projects as well as a policy to determine whether or not someone can sign up for land that they lease from the government. I am available to meet after the Local Work Group meeting on the 25<sup>th</sup> or that Thursday and Friday following. I am also available that next week 4/30 – 5/3.

**AgEP Sign-Ups**

**\*\* May14, 2018 – June 1, 2018**

→ agEP meet after mtg  
1p.m. AgEP agreement

**Meetings and Trainings -**

Met with Sheldon Owen and Ed Rayburn from WVU Extension to talk about AgEP – 3/20/18

State AgEP meeting - 3/29/18

Conservation Tools Training – 4/5/18

NRCS Engineering Training – 4/9 – 4/13

WVCA Stream Training 4/23 – 4/24

**Other Districts:**

- MCD will be finishing up FY18 practices on June 1. There new sign ups will begin June 4 – June 29.
- TVCD is in the process of hiring a new WVCA technician. Until then I will continue to assist with AgEP and the upcoming Poultry Litter Program. Their FY18 practices are due on June 1, 2018. TVCD plans to hold AgEP sign ups May 14 – May 25, 2018.

If there are any questions, feel free to give me a call.

Caleb Smith  
csmith@wvca.us  
681-313-0826



## **April 2018 WVCA Report**

### **WVACD Quarterly Meeting –**

The Spring Quarterly Meeting of the West Virginia Association of Conservation Districts Board of Directors will be held **April 9 & 10, 2018 at Canaan Valley.**

### **Conservation Farm Tour Timeline:**

- **May** - County and District judging.
- **June 1** – Deadline for submitting District farms and documentation to Area Directors.
- **July** - Area judging. West Area – July 23-27, 2018
- **August** - State judging. August 27-31, 2018
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.
- After months of discussion, a special committee appointed by the Awards Council presented its changes to the annual conservation farm contest on March 6. (A one-page fact sheet was prepared to explain the changes)

### **New Supervisor Directory**

Davin White will create a new directory in electronic form.

DMs will be taking a current photo of all district CD supervisors who are **not** up for re-election in May 2018 with a cell phone, and forward those photos to Davin White at [dwhite@wvca.us](mailto:dwhite@wvca.us). He will create a new electronic supervisor directory. Please include their county, and updated address, phone number, and email address.

After the May 8<sup>th</sup> election, please take and send Davin a current photo of the newly elected supervisors with their county, address, phone number, and email address, so Davin may complete the directory. We need to have this completed before the July Association meeting.

### **New Supervisor Oath of Office**

If contacted, please have newly elected supervisors go to their respective county courthouses to receive their oaths of office. A copy of the oath should be given to the DMs so the new supervisors can receive travel and per diem expenses.

### **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 your Plan of Work to Guthrie before June 15<sup>th</sup>.

### **Engineering Expression of Interest**

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Under our 50/50, 5-year agreement with NRCS this will be important because we hope to work with the district's engineering firm to perform engineering work on dams if necessary.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also has the ability to perform environmental assessments.

### **Legislative Update**

The Legislature passed, and the governor sign, two bills that affect how the SCC/WVCA are able to respond to natural disasters.

SB282 goes into effect June 8 and allows the SCC/WVCA to bypass purchasing requirements during times of declared natural disasters. The bill gives the agency greater flexibility to respond to such events.

House Bill 4162 authorizes the SCC to enter into contracts directly related to natural disaster recovery and stream restoration related to flooding. It also authorizes the SCC to comply with current and future state or federal provisions relating to natural disaster response. The bill goes into effect on May 16.

### **Supervisor Handbook**

The WVCA, in partnership with the WVACD, will be reviewing and updating the supervisor handbook. This effort comes out of the recent 14 district listening session. Suggested changes are encouraged. Please provide any suggestions to Kim or Jeremy.

### **Northeast Conservation District Discussion**

WVACD President Timothy VanReenen, Eastern Panhandle District Chairman Linn Dunham and Brian will be attending a 2-day summit April 23-25 to discuss revitalizing conservation districts, developing the next round of leaders and strengthening the conservation partnership. Information on the effort will be forthcoming.

### **AGEP:**

- **April 2018** - Presentation of FY 19 AgEP to SCC
- **June 15, 2018** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2018** - Start of FY 19 program
- **July 31, 2018** - CDs submit annual progress report (per legislative rule)

### **Agricultural Day at the Capitol**

The WVCA has formed an Agricultural Conservation Day committee to start the planning of next year's program. If you have suggestions please provide them to your Area Director. Agricultural Day at the Capitol will be January 30, 2019.

### **WVACD Quarterly Meeting Dates/Locations:**

July 9 & 10, 2018 Flatwoods  
October 15 & 16, 2018 Flatwoods Days Inn

### **State Conservation Committee Meeting Dates**

April 10, 2018  
July 10, 2018  
October 9, 2018

### **Watershed OM&R**

- North Annual inspections began March 13 and will continue through April 20.
- Work orders along with proposed contracts for the upcoming season will be prepared and presented at the board meetings following annual inspections.
- All districts statewide will be changing to fall annual inspections. Supervisors are invited to attend quarterly inspections that will be performed in the spring.



- Five-year work plans will be developed for all districts.

#### 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

- Buffalo Creek – working on a contract to have a job showing this spring.
- South Fork of Cherry River – will have job showing for Phase II of project with work starting late spring or as soon as weather allows.
- Coal River – working out details for a contract to start process of job showing with work this summer.
- Paint Creek (Kanawha Co) – New DEP project, working on survey.

#### 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
  - WVCA continues to work on the permits and mitigation plan.
  - The contractor moved onsite December 11, 2017 and continues to work on temporary measures to prepare for construction.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Rehab meetings have been suspended at this time with the exception of Upper Deckers 1. This call takes place on Mondays at 9:00 am.