

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
December 12th, 2018**

**MINUTES**

With a quorum being present, Chairman Plaughter called the December Board of Supervisors meeting to order on Wednesday December 12th, 2018 at 10:02 a.m. at the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

<b>Supervisors Present:</b>	<b>William Coffindaffer</b>	<b>Jane Collins</b>
	<b>Randy Plaughter</b>	<b>Steve Hannah</b>
	<b>Phil Osborne</b>	<b>Larry Sponaugle</b>
	<b>Jim Foster</b>	<b>Bill McClain</b>

**Others Present:**

- Dinah Hannah, WFCD**
- Jennifer Skaggs, WVCA**
- Robin Ward, WVCA**
- Jared Nestor, NRCS**
- Jeremy Salyer, WVCA**
- Caleb Smith, WVCA**
- Bruce Loyd, WVU Extension**
- Cheryl Carlin, WFCD**
- Belva Junkins, WFCD**

**Welcome and Introductions:** Jennifer brought a power point covering AgEP. The power point outlined the AgEP program and talked about the history of the program and where program dollars have made an impact. Also, the power point outlined the future of the program.

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

**Minutes:** With no additions made, the November 14th, 2018 minutes will stand approved as mailed. Coffindaffer/Sponaugle. Motion carried.

**Special Meeting Minutes:** With no additions or corrections made, the November 30<sup>th</sup>, 2018 special meeting minutes will stand approved as mailed. Foster/McClain. Motion carried.

**Financial Report:** The WVCA financial reports are not in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for November is

present today. John Law CPA General and CDO account financials for November are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of November is present today for the Board's approval. **Chairman accepted the reports, and the financial reports will be filed for audit.**

**Supervisor Per Diem and Travel:** Treasurer Steve Hannah reported on the following Supervisor's Per Diem and Travel expenses for the month of October:

Randy Plaugher	\$ 671.55
Rebecca Jane Collins	\$ 797.12
William Coffindaffer	\$ 739.91
William McClain	\$ 257.01
Philip Osborne	\$ 185.28 Aug. 62.64 Sept. 321.87 Oct.
Larry Sponaugle	\$ 432.00
James Foster	\$ 1,273.16
Richard Steve Hannah	\$ 429.53 <i>Totaling \$5,170.07</i>

***Total gross spent to date: \$14,347.43***

**Hannah moved to approve Supervisor's September Per Diem and Travel as presented. Motion seconded by Sponaugle. Motion carried.**

**Approval of Invoices and Payments:** An invoice is present today for the completion of the FY18 audit for \$3,000.00. **Foster/McClain. Motion carried**

**Unfinished Business:**

**Ag Enhancement Program:** Caleb reported on the payments presented today:

Q. Ward	Winter Grazing	50 ac.	\$1,000.00
I. Pritt	Heavy Use Area	574 sq. ft.	\$574.00
K. Rhodes	Lime	47.96 Tons	\$959.20
T. Reed	Lime	49.47 Tons	\$804.00
M. Benedum	Nut. Mgmt.	20 ac.	\$600.00
R. Flanagan	Wa. Excl. Fence	1,365 ft.	\$2,184.00
T. Hawkins	Winter Grazing	50 ac.	\$1,000.00
W. Lowther	Lime	99.67 Tons	\$1,881.00 <i>totaling \$9,002.20</i>

**Foster/Coffindaffer. Motion carried. Approve the Payments.**

Caleb reported on the cancelations presented today:

D. Franz	Nut. Mgmt	20 ac	\$600.00
T. Haddix	Nut. Mgmt	6.2 ac	\$186.00
I. Maxwell	Nut. Mgmt	20 ac	\$600.00 <i>totaling \$1,386.00</i>

**Foster/McClain. Motion carried. Approve the Cancellations.**

Caleb reported on the lime contract cancelations without penalty presented today:

D. Gordan	Lime	44.44 ac.	\$2,157.00
M. Shiflet	Lime	50 ac.	\$2,650.00
L. White	Lime	13.4 ac.	\$804.00
F. Muscar	Lime	28.87 ac.	\$1,732.20
R. Flanagan	Lime	19.2 ac.	\$1,152.00
M. Zinn	Lime	50 ac.	\$3,000.00
V. Woodford	Lime	50 ac.	\$3,000.00
S. Mason	Lime	50 ac.	\$3,000.00
A. Hartshorn	Lime	50 ac.	\$3,000.00
T. Haddix	Lime	14.62 ac.	\$672.40
A. Stickel	Lime	49.87 ac.	\$2992.20
D. Franz	Lime	20.53 ac.	\$821.20
J. Foster	Lime	27.9 ac.	\$1,246.00
R. Brownfield	Lime	50 ac.	\$2,751.00 <i>totaling \$28,978.00</i>

**Osborne/McClain. Motion carried. Approve the Cancellations.**

Caleb provided the Board with a spreadsheet outlining the financial standings of the FY18 AgEP program. The Board would like to use the remaining dollars to approve unfunded applications from the FY18 sign up period. With the weather in mind from January to May, the Board feels that unfunded and/or cancelled lime and fertilizer contracts could not be completed adequately.

**Coffindaffer moved to have Caleb prepare approval letters for all FY18 unfunded practices except lime and fertilizer, and award them contract deadlines of May 31<sup>st</sup>, 2019. Motion seconded by Sponaugle. Motion carried.**

R. Flanagan	Heavy Use Area	1000 sq. ft.	1000.00
S. Bennett	Heavy Use Area	1000 sq. ft.	1000.00
A. Stickel	Heavy Use Area	1000 sq. ft.	1000.00
Ward LLC	Past. Div. Fence	650 ft	1040.00
C. Raines	Past. Div. Fence	2500 ft	4000.00
S. Bennett	Past. Div. Fence	1000 ft	1600.00
A. Robinson	Past. Div. Fence	1770 ft	2832.00
J. Chapman	Past. Div. Fence	1800 ft	2880.00
B. White	Wo. Excl. Fence	1400 ft	2240.00
J. Chapman	Wo. Excl. Fence	400 ft	640.00
A Robinson	Wa. Excl. Fence	370 ft	592.00
S. Dolly	Water System Spring Dev		1200.00
R. Flanagan	Water System Spring Dev		1200.00
A. Stickel	Water System Pipe/Trough		1000.00 <i>totaling \$22,224.00</i>

**Sponaugle moved to give all current active FY18 AgEP contracts an extended deadline of May 31<sup>st</sup>, 2019 except for lime and fertilizer contracts. Motion seconded by McClain. Motion carried.**



The AgEP committee will meet on Monday, January 14<sup>th</sup>, 2019 at 9 a.m. at the Mount Clare USDA Service Center.

**Sponaugle moved to give the AgEP committee the authority to set spring sign up dates. Motion seconded by Foster. Motion carried.** The FY20 sign up period will take place in June 2019.

Caleb reported that the soil sample request forms as well as the cooperator agreement forms are available in fillable formats online.

**OM&R Salem Fork & Polk Creek:** Robin reported she is still waiting for an invoice for Polk Creek site #9 from TVCD.

### **New Business**

**FY18 Audit:** Robin reported on having the final audit reports available for review from FY18. **Foster/Sponaugle. Motion carried. Approve FY18 audit report.**

**Century Farms:** The deadline for Century Farm applications to be submitted to John Sencindiver is February 1<sup>st</sup>, 2019. Robin reported the Board needs to review the applications submitted for errors and accuracy, and then send the approved applications to John Sencindiver. The Board felt that a supervisor from the county from which the application is submitted should review it. Jane Collins will review the application submitted this year along with Dinah Hannah.

**Employee Manual & Policy Manual Committee Report:** Coffindaffer moved to have this review on the agenda for the January meeting. **Motion seconded by Foster. Motion carried.**

**GHWBUSH Holiday Pay:** The State awarded time off to mourn the passing of George H. W. Bush on Wednesday, December 5<sup>th</sup>, 2018. Cheryl does not receive that holiday as a paid holiday and is wondering if the Board would award that holiday as paid. **Hannah moved to pay Cheryl a full day's wage for the George H.W. Bush holiday. Motion seconded by McClain. Motion carried.**

**Correspondence:** There are no correspondences today.

**Funding Requests:** none at this time

**Letters of Request:** none at this time

**SPRP/EWP Project:** Jeremy reported that he is still in the same holding pattern as reported at the last meeting for the program.



**Board Member & Associate Supervisor Reports:** Foster reported on sending letters to the Districts back in October requesting the number of road signs needed per District. To date, he has only had a response from one District. Robin reported that Kelley Wayne had asked for the same information per email back in August that she had replied to. Foster wanted to see a copy of that email for clarification.

**NRCS:** Jared reported they are busy with contracts. At the moment, if anyone wants to sign up they are accepting applications until January 18<sup>th</sup>, 2019.

**FSA:** No one present to report

**WVU Extension:** Bruce reported on the winter WVU extension dinner meetings.

**Forestry:** No one present to report

**WVCA Report:** Caleb reported coming up he will be busy with trainings.

Robin reported on the next Envirothon Committee meeting date, and an email she had received from a cooperater concerned about soil erosion on their property.

**WFCD Report:** Cheryl had nothing extra to report.


**Conservation Agreements:** no agreements are present today.

**Set Date of Next Meeting:** The next meeting will be held on January 9th at 10 a.m. at the USDA Service Center, Mount Clare, WV. Christmas Luncheon to follow the meeting.

Respectfully submitted,



**Jane Collins, Secretary**



**Randy Plaugher, Chairman**

Minutes Recorded by Robin Ward; District Manager, West Fork CD

The Board Adjourned at 11:58 p.m.

**West Fork Conservation District  
Board of Supervisors  
Special Meeting  
November 30, 2018**

**MINUTES**

With a quorum being present, Chairman Plaugher called the Board of Supervisors special meeting to order on Friday, November 30, 2018 at 10:07 a.m. at the USDA Service Center, Mount Clare WV.

**Supervisors Present:**

**Randy Plaugher  
Bill McClain  
Steve Hannah  
Bill Coffindaffer  
Jim Foster (via video conferencing)**

**Others Present:**

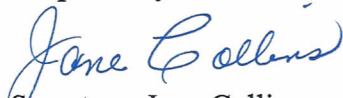
**Jeremy Salyer, WVCA (via video conferencing)  
Robin Ward, WVCA  
Cheryl Carlin, WFCD**

Plaugher stated that they were meeting to discuss the disputed invoices received from Tygart Valley Conservation District for O&M work performed on the dams. The July 9, 2018 monthly board minutes reflect that Jim Roy presented estimates for the TVCD crew to perform O&M work at Salem Fork, at a not to exceed amount of \$10,500.00. Motion was carried to pay this amount.

The office staff did not receive a copy of all the work orders in advance for some of the completed work. The total of the received invoices from TVCD for Salem Fork totaled \$400.00 over the not to exceed amount presented at the July 9th meeting. **Foster moved to approve an additional \$400.00 for Salem Fork O&M, from the not to exceed amount of \$10,500.00 to \$10,900.00, due to miscommunication. Motion seconded by Coffindaffer. Motion carried.**

Meeting Adjourned: 10:22 a.m.

Respectfully Submitted,

  
Secretary, Jane Collins

Chairman, Randy Plaugher



Minutes recorded by C. Carlin, Office Assistant WFCD

OCT 2018

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WEST FORK CONSERVATION DISTRICT  
87 OLLIE LANE SUITE 102  
MT. CLARE, WV 26408

The Agricultural Enhancement committee met on December 12, 2018, during the monthly WFCD board meeting and approved the following payments.

Name	Practice	Units	\$Paid	Check #
Q. Ward	Winter Grazing	50 ac.	\$1,000.00	
I. Pritt	Heavy Use Area	574 sq. ft.	\$574.00	
K. Rhodes	Lime	47.96 Tons	\$959.20	
T. Reed	Lime	49.47 Tons	\$804.00	
M. Benedum	Nut. Mgmt.	20 ac.	\$600.00	
R. Flanagan	Wa. Excl. Fence	1,365 ft.	\$2,184.00	
T. Hawkins	Winter Grazing	50 ac.	\$1,000.00	
W. Lowther	Lime	99.67 Tons	\$1,881.00	
			<b>Total:</b>	<b>\$9,002.20</b>

  
Committee Chair

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

The Agriculture Enhancement Program committee met during the WFCD monthly board meeting on December 12, 2018 and cancelled the following contracts, due to failure to complete by the contractual deadline.

Name	Practice	Units	Amount Approved
D. Franz	Nut. Mgmt	20 ac	\$600.00
T. Haddix	Nut. Mgmt	6.2 ac	\$186.00
I. Maxwell	Nut. Mgmt	20 ac	\$600.00
		<b>TOTAL</b>	<b>\$1,386.00</b>

James H. Foster  
Committee Chair

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

The Agriculture Enhancement Program committee met during the WFCD monthly board meeting on December 12, 2018 and approved the cancellation of the following contracts with no penalty for failure to complete by the contractual deadline, per board decision at November 14, 2018 board meeting.

Name	Practice	Units	Amount Approved
D. Gordan	Lime	44.44 ac.	\$2,157.00
M. Shiflet	Lime	50 ac.	\$2,650.00
L. White	Lime	13.4 ac.	\$804.00
F. Muscar	Lime	28.87 ac.	\$1,732.20
R. Flanagan	Lime	19.2 ac.	\$1,152.00
M. Zinn	Lime	50 ac.	\$3,000.00
V. Woodford	Lime	50 ac.	\$3,000.00
S. Mason	Lime	50 ac.	\$3,000.00
A. Hartshorn	Lime	50 ac.	\$3,000.00
T. Haddix	Lime	14.62 ac.	\$672.40
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D. Franz	Lime	20.53 ac.	\$821.20
J. Foster	Lime	27.9 ac.	\$1,246.00
R. Brownfield	Lime	50 ac.	\$2,751.00
		<b>TOTAL</b>	<b>\$28,978.00</b>

  
Committee Chair





WEST FORK CONSERVATION DISTRICT  
87 OLLIE LANE SUITE 102  
MT. CLARE, WV 26408

The Agricultural Enhancement committee met on December 12, 2018 at the monthly WFCD board meeting and approved the following applications.

Name	Practice	Unit	\$ Amount
R. Flanagan	Heavy Use Area	1000 sq. ft.	1000.00
S. Bennett	Heavy Use Area	1000 sq. ft.	1000.00
A. Stickel	Heavy Use Area	1000 sq. ft.	1000.00
Ward LLC	Past. Div. Fence	650 ft	1040.00
C. Raines	Past. Div. Fence	2500 ft	4000.00
S. Bennett	Past. Div. Fence	1000 ft	1600.00
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S. Dolly	Water System	Spring Dev	1200.00
R. Flanagan	Water System	Spring Dev	1200.00
A. Stickel	Water System	Pipe/Trough	1000.00
		<b>Total</b>	<b>\$22,224.00</b>

Jack H. Fortin  
Committee Chair

## **December 2018 WVCA Report**

### **Agreed Procedures Engagement (Audit):**

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit. Please check your current agreement to make sure it is current.

### **Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing these reviews, please disregard this request.

### **AGEP:**

Jennifer Skaggs will be scheduling meetings with each district to provide an overview of the AgEP program.  
AgEP Timeline for 2019

**January 31** - Deadline for CDs to submit program comments

**Early February** – Review and organize comments received, develop options based on comments, have AgEP staff meeting to review comments received

**February** - Comments reviewed and forms revised

**Late February** - Revisions sent to CDs/staff for review

**Mid-March** - CDs submit recommendations for upcoming FY practices

**Late March** - State AgEP committee meeting to finalize upcoming FY AgEP, including allocation formula

**April** - Presentation of upcoming FY AgEP to SCC

### **West Virginia Legislative Calendar**

January 9, 2019 - First day of session

January 28, 2019 - Legislative Rule-Making Review bills due

February 12, 2019 - Last day to introduce bills in the House

February 18, 2019 - Last day to introduce bills in the Senate

February 24, 2019 - Bills due out of committees

February 27, 2019 - Last day to consider bill on third reading in house of origin

March 19, 2019 - Last day of session

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

Agricultural Conservation Day will be January 30, 2019. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast at 7:30am, so contact your representatives to invite them to the breakfast.

### **2019 WVACD Quarterly Meeting Dates/Locations:**

January 22 & 23      Flatwoods

April 22 & 23      Pipestem State Park

July 15 & 16      Highlands Event Center, Triadelphia

October 21 & 22      Flatwoods



### **O&M Sponsor letters**

Brian has sent letters to all current O&M sponsors requesting a meeting to review O&M agreements. These meetings will start in mid December with Mercer county being the first. Given the number of meetings, the visits will last until March. Brian will be reviewing the AG opinion relating to the O&M agreements, have a tailored presentation for each sponsor, and review the 5-year maintenance plan.

### **SSRP Program**

SSRP (Streambank Stabilization and Restoration Program) is on the final drafting and will be released by mid-December. Districts will have January and February to review and approve. Districts will need to vote to approve the SSRP program to be eligible for funding allocation for the program, so this should be an upcoming agenda item.

### **WVCA Project Section:**

#### **OM&R**

- Work for this season is ongoing in most districts. Approximately \$335,000 has been paid to date, there are contracts and additional work pending.
- Five-year work plans including estimates will be developed for all districts.
- NFHR debris removal: Tygart's Valley work crew completed all debris removal and is currently dressing the site this week.
- Annual fall inspections are complete. Reports are being prepared to submit to Sponsors and Districts.
- Supervisors are always welcome to attend inspections. Please contact the Watershed Manager in your area for an updated schedule.

#### **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 visits and generating stream management plans in response to the calls that are received.

#### **SSRP**

- Area Directors will have information to provide to Districts at December board meetings.

#### **EWP**

- The final work for the 2016 flood is complete in Greenbrier County. This work was at the request of the County OES Directors.

#### **Interagency Agreements**

- Work on the Little Grave Creek Bank Stabilization project in Glen Dale with Marshall County and NRCS is complete.

#### **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.
  - Construction continues.
- 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.