

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
January 9th, 2019**

MINUTES

With a quorum being present, Chairman Plaughter called the January Board of Supervisors meeting to order on Wednesday January 9th, 2019 at 10:04 a.m. at the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: William Coffindaffer
Randy Plaughter
Phil Osborne
Jim Foster

Jane Collins
Steve Hannah
Larry Sponaugle
Bill McClain

Others Present: Dinah Hannah, WFCD
Delbert Shriver, WV DEP
Robin Ward, WVCA
Jeremy Salyer, WVCA
Caleb Smith, WVCA
Cheryl Carlin, WFCD
Belva Junkins, WFCD

Welcome and Introductions: Delbert Shriver is here today at the request of the Board to talk about authority, and what actions can be taken to assure that the dams are protected, and landowners are in compliance with the safety of the dam. Delbert reviewed the rule on their end, and the consequences that can be addressed should the landowner not be willing to cooperate. He stated that the DEP likes to first communicate with the landowners and educate them before hard standards are needed to be enforced. If the District wanted to address anything, it should be the District's responsibility to address the landowner first and then follow through with DEP if needed. Delbert stressed that he is willing and available to help at any time and would be happy to do so.

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

Minutes: With no additions made, the December 12th, 2018 minutes will stand approved as mailed. Foster/ Sponaugle. Motion carried.

Financial Report: The WVCA financial reports for November are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for December is present today. John Law CPA General and CDO account financials for December are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of December is present today for the Board's approval.
Foster/Coffindaffer. Motion carried. 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 November:

Randy Plaugher	\$ 331.50
Rebecca Jane Collins	\$ 333.84
William Coffindaffer	\$ 197.01
William McClain	\$ 250.38
Philip Osborne	\$ NA
Larry Sponaugle	\$ 126.0
James Foster	\$ 125.10
Richard Steve Hannah	\$102.94 Totaling \$1,466.71

Total gross spent to date: \$15,814.14

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

Approval of Invoices and Payments: None present today

Unfinished Business:

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

W. Suan, Heavy Use Area, 1,000 sq ft, \$1,000.00

Coffindaffer/ McClain. Motion carried. Approve payment.

Caleb reported on the approval presented today:

P. Osborne, Heavy Use Area, 1,000 sq ft, \$1,000.00

The approval letter from Jeremy is present today with the approval sheet.:

The AgEP committee will meet on Monday, January 14th, 2019 at 10 a.m.

OM&R Salem Fork & Polk Creek: Robin is still waiting for the invoice from TVCD. Plaugher reported on speaking with Gene Sauborn, and Ed Martin about Jim Roy's attendance to the monthly Board meetings. Jim is permitted to join the meetings so long as there isn't a state emergency that would need his assistance.

Conversation was made on possibly having an educational landowner meeting covering the watershed dams in both Polk Creek, and Salem Fork.

Century Farms: Two applications from Gilmer County are present today for approval. Coffindaffer moved to give Collins and D. Hannah the authority to review and approve the submitted applications for processing. Motion seconded by Osborne. Motion carried.

New Business

Soil Sampler: The Board would like to have an intern this year but feel there needs to be more structure for the position. **Hannah moved to have Plaughter assign a job description committee for the intern position and have a vacancy announcement sent out promptly. Motion seconded by Sponaugle. Motion carried.**

Committee members assigned: Chair Osborne, S.Hannah, Plaughter, Sponaugle.
The committee will meet on Monday January 14th, 2019 at 9 a.m.

Associate Supervisor Expense: Belva is requesting reimbursement for attendance to the Grazing Conference. **Foster moved to pay all of Belva's expenses to the Grazing Conference. Motion seconded by Coffindaffer. Motion carried.**

Field Day: The Board is interested in having a fall program, and this will be on the agenda in June.

POW Review: The Board reviewed the POW. **Coffindaffer moved to add holding annual educational watershed dam meetings to the POW. Motion seconded by McClain. Motion carried.**

The Board will try to host a meeting this year on April 2nd, and 9th, 2019. Location would be determined at a later date, but the Board would like to have the Salem meeting at the Salem City Building and the Polk Creek meeting at the Pricetown volunteer fire building. The meetings would start around 6:30, and all individuals that are invited for dam inspections would be invited to these meetings.

Board Recessed at 11:15 a.m.

Board back to session at 11:28 a.m.

Employee Manual and Policy Manual committee report: With a committee established to review the intern position, the employee manual adjustments would be on the agenda for next month. The policy manual was reviewed. **Foster/Collins. Motion carried. Amend the one associate supervisor per county adjustment to two associate supervisors per county. Foster/Collins. Motion carried. Changes to the policy manual be noted and accepted.**

District Display Proof: Robin provided the Board with two proofs of the display that were given to her by Davin. The Board would like to make adjustments to proof #1, and make no adjustments on proof #2.

Correspondence: There are no correspondences today.

Funding Requests: none at this time

Letters of Request: FY 18 Audit for \$3,000.00 Foster/Coffindaffer. Motion carried.
Rent Expense January – June 2019 for \$770.00/ Month. Sponaugle/Hannah. Motion carried.

SPRP/EWP Project: Jeremy reported he is still in the same holding pattern for the new program.

Board Member & Associate Supervisor Reports: Plaughter reminded the Board to spread the word about the Appalachian Grazing Conference. Sponaugle is still working on his dilemma with the Himalayan Black Berry Bush.

NRCS: No one present to report

FSA: No one present to report

WVU Extension: No one present to report

Forestry: Jesse reported fire season is over and burning is allowed all day. He has found a recipient for a Dry Hydrant in Gilmer County. June 8th, 2019 will have a Forest practice showing in Gilmer County. March 2nd, 2019 will have a Maple syrup field day at Glenville State College.

Chuck reported he is the new Assistant State Forester.

WVCA Report: Caleb had nothing extra to report.

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

Robin reported that her and Cheryl will not be at Ag Day. If the Board wanted to have items to pass out that day, they would need to make arrangements to get the materials from the office.

WFCD Report: Cheryl reported that there needs to be an education committee meeting held soon. The committee will plan to meet on January 18th, 2019 at 10 a.m.

Conservation Agreements: One agreement is present today.

Kerri Drake, Harrison County, 20+ acres

Coffindaffer/McClain. Motion carried. Approve conservation agreement.

Set Date of Next Meeting: The next meeting will be held on February 13th at 10 a.m. at the USDA Service Center, Mount Clare, WV. Christmas Luncheon to follow the meeting.

Respectfully submitted,

Jane Collins
Jane Collins, Secretary

Randy Plaucher
Randy Plaucher, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 1:04 p.m.

DRAFT

Nov. 2018

[illegible]

MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on January 9th, 2019 at the monthly board meeting and approved the following Payment.

Name	Practice	Unit	\$ Amount
B. Suan	Heavy Use Area	1000 sq. ft.	1000.00
		Total	\$1,000.00

James H. Foster
Committee Chair

MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on January 9th, 2019 at the monthly board meeting and approved the following applications.

Name	Practice	Unit	\$ Amount
P. Osborne	Heavy Use Area	1000 sq. ft.	1000.00
		Total	\$1,000.00

James H Foster
Committee Chair



West Virginia
Conservation Agency

December 14, 2018

Phil Osborne,

Your WFCD AgEP application for the practices and amounts listed below, have been approved by the West Virginia Conservation Agency (WVCA).

Practice	Amount	Cost Share Amount
Heavy Use Area Protection	1000sqft	\$1000.00

This decision was based upon a ranking score of 52 and conservation district funds available at this time.

Sincerely,

Jeremy Salyer, Area Director East
West Virginia Conservation Agency

Cc: Brian Farkas
Jennifer Skaggs
Caleb Smith

January 2019 WVCA Report

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.

The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.

WVCA Budget

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

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