

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

May 8th, 2019

**MINUTES**

With a quorum being present, Chairman Plaughter called the May Board of Supervisors meeting to order on Wednesday May 8th, 2019 at 9:07 a.m. at the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present:

**Randy Plaughter  
Phil Osborne  
Jim Foster**

**Jane Collins  
Steve Hannah  
Larry Sponaugle  
Bill McClain**

**Others Present:**

**Dinah Hannah, WFCD  
Belva Junkins, WFCD  
Sam Cogle, WVU Extension  
Jeremy Salyer, WVCA  
Caleb Smith, WVCA  
Cheryl Carlin, WFCD  
Nick Beaver, NRCS**

**Welcome and Introductions:**

**Agenda Approval: With no additions or corrections. Foster/Sponaugle. Motion carried.**

**Minutes: With no additions made, the April 10<sup>th</sup>, 2019 minutes will stand approved as mailed. Foster/Sponaugle. Motion carried.**

**With no additions made, the April 16<sup>th</sup>, 2019 Special Board Meeting minutes will stand approved as mailed. McClain/Sponaugle. Motion carried.**

**Financial Report:** The WVCA financial reports for April are not in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for April is present today. John Law CPA General and CDO account financials for April are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of April.

**Hannah/ Foster. 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 March:

|                                   |                            |
|-----------------------------------|----------------------------|
| Randy Plaugher                    | \$1,410.94                 |
| Rebecca Jane Collins              | \$1,712.12                 |
| William Coffindaffer              | \$869.97                   |
| William McClain                   | \$270.27                   |
| Larry Sponaule                    | \$458.40                   |
| James Foster                      | \$1,753.68                 |
| Richard Steve Hannah              | \$681.95                   |
| Philip Osborne                    | <i>Totaling \$7,158.15</i> |
| <b>Total gross spent to date:</b> | <b>\$28,293.28</b>         |

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

**Approval of Invoices and Payments:** none at this time.

**Unfinished Business:**

**Ag Enhancement Program:**

Foster reported on the following payment:

E.Scott Bennett, PDF, 1,000 Ft, \$1,600.00

E. Scott Bennett, HUA, 1,000 SqFt., \$1,000.00 totaling \$2,600.00

**Foster/ McClain. Motion carried.**

Caleb passed out a chart with allocation totals on it, and informed the Board where they stand financially.

**Budget FY20:** Steve reported on the budget changes for the CDO account. He reviewed the changes with the Board. **Hannah/ Foster. Motion carried. To amend and resubmit the FY20 CDO budget.**

**Engineering EOI:** Robin reported on advertisement made to the newspaper for prospective engineer firms. **Foster moved to send out advertisement for engineering bids. Motion seconded by McClain. Motion carried.**

**OM&R Salem Fork & Polk Creek:** no new report.

**Conservation Farmer:** The cooperator from Lewis County is not ready. The farm tour will be at the Reed farm in Gilmer County. Sponaule will be in contact with the cooperator and report back to the office of the date the cooperator is available.

## **New Business**

**Salem Fork MEAPs:** The Board would like to have the MEAP's to review before they approve them. This will be on the agenda next month.

**Policy Manual Amendments:** The Board reviewed increasing the per-diem rates from \$60.00 to \$80.00. **Collins moved to as of July 1, 2019 to have the per diem rate increase from \$60.00/ day to \$80.00/ day, and from \$30.00/ half day to \$40.00/ half day. Motion seconded by Sponaugle. Motion carried.**

**10:13 a.m. Board took recess**

**10:25 a.m. back to session**

**Correspondence:** none

**Funding Requests:** none at this time

**Letters of Request:** FY20 CD Supervisor Support/ District Support #1 \$37,775.00,#2 \$20,045.00,#3 \$20,044.00,#4 \$14,680.00. **Foster/ Hannah. Motion carried.**

**SPRP/EWP Project:** No new update. Statewide meeting this month.

## **Board Member & Associate Supervisor Reports:**

Collins reported on the State meeting. Envirothon had a team from Gilmer/ Calhoun, and their registration needs paid for. They got 6<sup>th</sup> place in the contest. Collins would like to see our District donate money or an item to the auction for the Scholarship Committee. Our District hasn't donated for several years and it is embarrassing.

Sponaugle thanked Cheryl for coming to the Gilmer County 6<sup>th</sup> Grade Field Day.

Foster reported on Senate Bill 655. He would like to wait for the rules to come out and have a committee review the bill and send comments within the 30-day comment period. Brian is proposing surplus money from the Agency to go into a pool that District's can apply for grants to receive funding from the pool. He reports the association is in the process of rewriting the By-Laws, and every Supervisor would be eligible to run for any office.

**NRCS:** Nick reported they are working on pre-approval applications. LWG meeting is on May 15<sup>th</sup>, 2019 at 9 a.m. at the USDA Service Center in Mount Clare, WV. Zomarys is taking a detail in Kansas. Rebecca reported she is resigning from the NRCS and taking a position with her equine organization.

**FSA:** None present to report



**WVU Extension:** Sam reported that the Master Gardener Clinic is on May 18<sup>th</sup>, 2019. They will be there to set up on the Friday before the event.

**Forestry:** no one present to report

**WVCA Report:**

Caleb reported he is still working on field day information. He is starting to get seed ordered. He is still working on making visits. Thought a meeting should be scheduled later in the month.

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

Robin reported on the phone and internet situation with the office and trying to get the bill situated correctly.

**WFCD Report:** Cheryl reported on the soil sampler, and how WVU extension was going to train the sampler. Master Gardner Clinic going to get two plants and will set up display on Friday. Cheryl has schedule of when Board members will be there to cover the booth.

**Conservation Agreements:**

Bruce Kidd, Lewis County, 90 acres

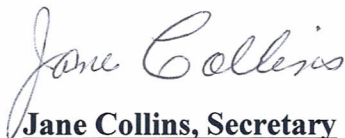
Sherry Starkey, Harrison County, 113 acres

Matthew DiBacco, Gilmer County, 423 acres

**Hannah/McClain. Motion carried. Accept agreements.**

**Set Date of Next Meeting:** The next meeting will be held on June 12th, 2019 at 9 a.m. Vandalia Community Building, Vandalia, WV.

Respectfully submitted,

  
**Jane Collins, Secretary**

  
**Randy Plaucher, Chairman**

Minutes Recorded by Robin Ward, District Manager, West Fork CD  
The Board Adjourned at 11:58 a.m.

WEST FORK CONSERVATION DISTRICT  
87 Ollie Lane Suite 102  
MOUNT CLARE CLARE, WV 26408

Travel and Per Diem - Treasurer Approval for Payment  
Month/Year MARCH 2019

[illegible]

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

The Agricultural Enhancement committee met on May 8, 2019 during the monthly WFCD board meeting and approved the following payments.

| Name         | Practice         | Units       | \$Paid        | Check #           |
|--------------|------------------|-------------|---------------|-------------------|
| E.S. Bennett | Past. Div. Fence | 1,000 ft    | \$1,600.00    |                   |
| E.S. Bennett | Heavy Use Area   | 1,000 sq ft | \$1,000.00    |                   |
|              |                  |             |               |                   |
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|              |                  |             |               |                   |
|              |                  |             | <b>Total:</b> | <b>\$2,600.00</b> |

  
Committee Chair



## May 2019 WVCA Report

### Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Plan of Work. Plans are due to Guthrie by June 15.

### SCC Update

The SCC approved the FY2020 WVCA budget. The budget includes a \$1,000 increase per supervisor for Per Diem. It goes into effect July 1. The rate goes from the current \$5,700 to \$6,700.

Also, new for FY2020 is travel and per diem will be combined with the district operating grant so districts will only be required to submit one LOR per quarter for those monies. This will streamline the process and hopefully allow funds to be transferred to the districts quicker with minimum delay by the state auditor's office.

Anita May will be revising the quarterly allotments and sending to the districts in May. She will provide subtotals so districts know how much goes toward travel and per diem and how much for district operations.

### Engineering Expression of Interest

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

**A template has been provided to all DMs for CDs to use moving forward. This effort is to ensure that engineering services can provide the service that may be required moving forward with O&M work/repairs.**

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.

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 can perform environmental assessments.

### Revised Conservation District Supervisor Manual

The Conservation District Supervisor Manual has been updated and will soon be available on SharePoint. If supervisors would like a copy of the newly revised manual, please have your DM's to print copies for you. All districts should have a hard copy available for office use.

### Supervisor ID cards

Please relay to Davin the list of names, correct spellings, and a headshot of the supervisor \_ if the supervisor's picture is not in the supervisor directory.

If you have any questions, please contact Davin



### **O&M**

WVCA is in the midst of developing agreements with the districts that will perform the work. The agreements will spell out the costs for each dam and watershed total and require the signatures of the district doing the work, the district where the dams are located and WVCA.

We may need special meetings, or delegation of authority so we can start the process of cutting the dams in late spring/early summer.

Given the Legislature's allocation for dam maintenance and repair, a lot of work is being planned for this calendar year and FY2020. Local districts will be briefed on the plan before the end of the month.

### **State Fair of WV Volunteer Sign Ups**

The schedule for state fair volunteers is now available under WVCA admin. If you would like to schedule a time to work at the state fair, please contact your district manager.

WVACD has scheduled a block of rooms for supervisors who work at the state fair. Please call the Fairfield Inn, attention Susan McCormick to make reservations. 1-304-645-7999

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

The sponsorship visits will be completed with a visit to Preston County Commission on April 29. So far 19 county commissions and 15 city councils/officials have been visited. Revised agreements have been sent to each. The process is the local government is to sign the agreement by July 1, send it to the district for signature, then the district is to send to the WVCA for final signature. Many of the local government sponsors have agreed to provide a 10 percent increase to their O&M funding for FY20. If you don't see an agreement over the next couple of months, let us know.

### **Supervisor Training**

WVCA is planning a new CD supervisor training for May 20-21, 2019, in Flatwoods, at the RETI training center. If WVACD wants to participate, please let us know how you want to participate.

We thought Bill Stewart, WVACD President, Tim VanReenen, State Conservation Committee, Wayne McKeever 1<sup>st</sup> Vice-President, and Bob Buchanan, CD supervisor, could speak during the Panel Discussion. Please let Brian know if you have other ideas.

### **NACD/WVACD Listening Session**

NACD and the association is working to hold a listening session in October to coincide with the conservation farmer event. The event will be in Flatwoods and ALL supervisors are encouraged to attend.

### **Ag Day**

Ag Day will be January 31, 2020