

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
September 11th, 2019

MINUTES

With a quorum being present, Chairman Plaugher called the September Board of Supervisors meeting to order on Wednesday September 11th, 2019 at 9:03 a.m. at the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: **William Coffindaffer** **Jane Collins**
 Randy Plaugher **Bill McClain**
 Steve Hannah **Larry Sponaugle**
 Jim Foster **Phil Osborne**

Others Present: **Dinah Hannah, WFCD**
 Jeremy Salyer, WVCA
 Cheryl Carlin, WFCD
 Jim Roy, WVCA

Welcome and Introductions: Chairman Plaugher held a moment of silence for the fallen of 9/11.

Agenda Approval: Foster amended the agenda to have Grant writing in Parkersburg added. **With the changes amended. Sponaugle/ Coffindaffer. Motion carried.**
Approve today's agenda. Motion carried.

Minutes: With no additions made, the August 14th, 2019 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried.**

Financial Report: The WVCA financial reports for August are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for August is present today. John Law CPA General and CDO account financials for June and August are present today. The District QuickBooks report is available for the month of August as well.

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

Supervisor Per Diem and Travel: Treasurer S. Hannah reported on the following Supervisor's Per Diem and Travel expenses for the month of July:

| | |
|----------------------|------------|
| Randy Plaugher | \$700.76 |
| Rebecca Jane Collins | \$1,084.56 |
| William Coffindaffer | \$416.32 |

| | | |
|-----------------------------------|-------------------|----------------------------|
| William McClain | \$NA | |
| Larry Sponaugle | \$725.80 | |
| James Foster | \$826.16 | |
| Richard Steve Hannah | \$128.72 | |
| Philip Osborne | \$ 57.98 | <i>Totaling \$3,940.30</i> |
| Total gross spent to date: | \$3,940.30 | |

S. Hannah moved to approve Supervisor's July Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: Robin reported on having invoices from TVCD for the O&M work performed on Salem Fork and Polk Creek dams. **Foster/ McClain. Motion carried. Approve and send payment.**

Unfinished Business:

Ag Enhancement Program:

Foster reported on two payments for FY20 AgEP;

C. Williams, Lime, 148.73 Tons, \$2,530.20

R. Suan, HUAP, 1,680 Ft2, \$2,093.90 *totaling \$4,624.10*

Foster/Coffindaffer. Motion carried. Approve payments.

The AgEP committee will meet on September 16th, 2019 at 9 a.m. at the USDA Service Center in Mount Clare, WV.

OM&R Salem Fork & Polk Creek: Roy reported on a meeting at Salem Fork site 11a with the Dolly family. He discussed putting a cattle crossing on the property and the Dollys do not want to have a cattle crossing. The District feels it has done all that it could do to fix the problem that the Harrison County Commission asked them to do. Coffindaffer will be in contact with the Harrison County Commission and report back to the Board for a follow up letter.

Trees have fallen on Salem Fork site 13, and site 11. The trees need to be removed and Roy has an estimate and work orders from TVCD for the work to be completed. The work orders total \$4,000.00 per site for a total of \$8,000.00. **Coffindaffer/ McClain. Motion carried.**

Plaughter reported on being in contact with the City of Salem to buy a Ventrax mower to mow the dams, and the City of Salem would mow the dams. The approximate cost of the mower would be around \$25,000.00. **Coffindaffer moved to enter into an agreement with the City of Salem to get a Ventrax mower and work with the Agency on purchasing the mower. Motion seconded by Sponaugle. Motion carried.**

Boyle/ Fence Bid- Roy reported as of Sunday, the fence has not been completed. The price has been accepted at \$1,700.00 to build the fence.

Roy reported on attempting to set up a meeting with Mr. Pope and Mr. Gum to discuss the water gap on Polk Creek site #4 to move the fence. He would inform the Board when the meeting would be set up.

Dannie Gum Mowing Dam- Dannie would like to be paid for mowing the dam. Foster/Coffindaffer. Motion carried. Pay Mr. Gum \$400.00.

Watershed Dam Signs- The representatives at the watershed meeting would like to have signs made to identify the dam structures in Salem Fork. **Coffindaffer moved to have Cheryl and Robin look into getting a price to have signs made for the dams. Motion seconded by Sponaugle. Motion carried.**

Assignment of Monitors: Osborne reported on needing to have a meeting with the dam monitors. Foster reported on the idea proposed with Saurborn's office, and Dam Safety to have an annual meeting with the Dam monitors from Polk Creek and Salem Fork to inform them of their responsibilities. There needs to be information available at the office.

Dam Inspection Reports: no new report.

O&M work- Trash Rack & Toe Drain: Salyer reported that the Board took care of this at the last Board meeting, and there is no new update.

Annual Banquet: Robin reported Belva secured the banquet for October 8th, 2019 at the Village Square in Clarksburg, WV. The Board decided to have the banquet start at 6:00 p.m. and have dinner served at 6:30 p.m. Hors D'oeuvres would not be needed unless they are included in the plated price. **Coffindaffer moved to have the Banquet at the Village Square with the meal that is 22\$/plate. Motion seconded by Collins. Motion carried.** The Hannah's may not be at the banquet.

Grassland Farmer: Plaugher has two farmers in mind. He would look into asking the farmers and report to the AgEP committee on September 16th if they would like to participate. Dates for the tour would be selected at the committee meeting.

**Board recessed at 10:20 a.m.
Board back to session at 10:32 a.m.**

New Business

7-1-3U- Agreements Approval: Salyer reported on hearing the Doddridge County Commission wanting to draft agreements for financial support in watershed resources at the last Board meeting. Doddridge County supervisors have not made contact with the Commission on this.

Grant writing in Parkersburg: A representative from each District is asked to attend the meeting. The meeting will be on September 26th, 2019 at the LKCD office. The Board showed no interest in attending the meeting.

Correspondence:

GVCD- Legislative Awards Banquet Invite
PVCD Banquet Invite

Funding Requests: none at this time

Letters of Request: Annual Contribution of O&M Flood Control Structure in City of Weston. S.Hannah/Foster. Motion carried to approve \$4,400.00 LOR.

SPRP/EWP Project: no updates at this time.

Board Member & Associate Supervisor Reports: Foster reported on the legislative breakfast that is usually held during AgDay at the Capitol may move to February 21st, 2020. The date is not official yet but could be official after the next quarterly meeting.

Collins reported WesMonTy is scheduled to meet on September 17th, 2019 at the Doddridge County Park at 10 a.m. She also reports that her and Sponaule have put a lot of work into the walking trail, and there is going to be a little presentation at the Glenville College. Collins will send out an email on when the presentation will be.

Coffindaffer reported on getting approval for farms entered into Farm Land Protection from Harrison County Commission.

Osborne reported he and Caleb are working to set up a field day. He has planted seed and rented a seeder from Southern States. He is hoping there is a stand in 2-3 weeks, so a pasture walk can be held. If there is a stand there will be a pasture walk held at Osbornes.

NRCS: no one present to report.

FSA: no one present to report.

WVU Extension: no one present to report.

Forestry: no one present to report.

WVCA Report: Salyer reported with a paper report. *(See attached)*. He stressed on Supervisors being able to present ideas by the end of October to the State AgEP committee on allocation appropriations. The State AgEP committee will meet in November or December. A date is not set up yet.

Robin reported the FY19 audit will be on October 15 and 16 now, instead of September 16th, and 17th.

WFCD Report: Cheryl reported name tags are ordered and are on the way

Conservation Agreements:

Stephen Bumgardner, Gilmer County, 180 acres
Robert or Adam Cayton, Gilmer County, 243 acres
Ava C. Smith, Doddridge County, 86 acres
Michael Ford, Doddridge County, 98 acres

Foster/ McClain. Motion carried. Accept agreements.

Foster/Collins. Motion carried. Meeting time will be moved to 10 a.m. starting in October 2019 and run until March 2020.

Set Date of Next Meeting: The next meeting will be held on October 9th, 2019 at the Mount Clare USDA Service Center in Mount Clare, WV at 10 a.m.

Respectfully submitted,


Jane Collins, Secretary


Randy Plaughter, Chairman

**Minutes Recorded by Robin Ward, District Manager, West Fork CD
The Board Adjourned at 11:19 p.m.**

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

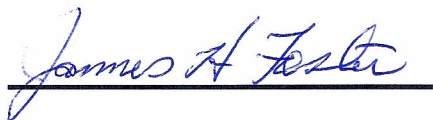
Travel and Per Diem - Treasurer Approval for Payment
Month/Year JULY 2019

[illegible]

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

The West Fork Conservation District Board of Supervisors met on 9/11/19 and approved the following payments.

| Name | Practice | Amount | Payment | Check # |
|-------------|------------------|-----------|-------------------|---------|
| C. Williams | Lime | 148.73 T | \$2,530.20 | |
| R. Suan | HUAP | 1,680 Ft2 | \$2,093.90 | |
| | | | | |
| | Totalling | | \$4,624.10 | |
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Committee Chair



September 2019 WVCA Report

Conservation Farm Tour Timeline:

- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners will be awarded at local Conservation District annual banquets.

WVACD Quarterly Meeting:

- 2019 WVACD Fall Quarterly Meeting will be held on October 21st and 22nd, in Flatwoods.
- On October 23rd.
- The Conservation Awards Luncheon **Registration is due by September 27, 2019.** All payments must be made via check marked payable to West Virginia Conservation Awards Council or “WVCAC”. Your completed registration form is to be delivered to your **Conservation District Manager**. Deadline for all registrations is September 27, 2019.
- Any registration not received by the date of September 27, 2019, will be charged a late registration fee of \$10 per person.
- The registration fee for the WV Conservation Awards and Recognition Luncheon on October 22 is \$125 for district supervisors and \$30 for spouse/guest.
- Hotel reservations are the responsibility of each conference attendee. Reservations must be made by October 7, 2019, by calling Days Inn & Suites, Flatwoods, WV, at (304) 765-5055. Reference WVACD Room Block when making reservations.

NACD will be hosting two events at the upcoming West Virginia Association of Conservation Districts meeting and we hope that you'll attend.

Northeast Region Listening Session

This summer and fall, NACD is hosting a series of listening sessions, giving our members the opportunity to provide feedback on our programs and guidance on how we can improve our value as a national association.

Five of these member-focused sessions have already been hosted across the country, where our members have learned more about NACD and its services while expressing their views to NACD's leadership and staff. We are excited to bring the final session to West Virginia!

This listening session will help NACD determine what programs and services conservation districts want and need, and how the national association can help advance their mission. This session will be held on October 23rd starting at 9:00am. Pre-registration is not required, but it is encouraged. Register here:

<https://nacdn.z2systems.com/np/clients/nacdn/survey.jsp?surveyId=23&>

Grassroots Advocacy Training

Local stakeholders are the most effective messengers for conservation policy priorities. District officials are NACD's most valuable policy advocates. However, the mechanics of grassroots advocacy – how to arrange meetings, how to effectively convey your message – can be daunting.

On October 22nd, Eric Hansen, NACD's Government Affairs Manager, will lead a grassroots advocacy training. This session will cover the basics of working with legislators and the keys to effective advocacy. Conservation district supervisors will leave the session ready to confidently talk about their district's work and needs.

Eric has led similar trainings for districts officials, district employees, and producers across the country. We hope you will come learn about how to best amplify your voice and support locally-led, voluntary conservation.

For more information on either of these sessions, please contact Eric Hansen at eric-hansen@nacdnet.org.

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. Audits reports are due to Guthrie in January/February. If you have questions, ask Kim or Jeremy.

AGEP:

- **October 31 2019** – Deadline for CDs to submit allocation formula proposals and new practices for FY 21 program year.
- **November/December 2019** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices
- **February 2020**- Comments reviewed and forms revised
- **March 2020**- State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2020**- Presentation of upcoming FY AgEP to SCC
- **May/June/July 2020**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs
- **June 15 2020**– Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

Ag Day

Ag Day will be January 31, 2020

The WVACD and Agency have discussed potentially changing the date for the breakfast. More information will be provided as available.

Emergency Reseeding funds

If you have residual emergency reseeding funds please make arrangements to return those to the WVCA