

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

Name	Travel	Per Diem	Total
Larry Sponaugle	56.10	60. ⁰⁰	116.10
Richard Hannah	409.24	270. ⁰⁰	679.24
Richard Hannah	58.14	60. ⁰⁰	118.14
Rebecca Jane Collins	602.54	240. ⁰⁰	842.54
J,m Foster	439.78	360. ⁰⁰	799.78
Bill Coffindaffer	95.37	120. ⁰⁰	215.37
Phil Osbourne	32.64	60. ⁰⁰	92.64
Randy Plougher	63.24	150. ⁰⁰	213.24
Totals	1757.05	1320.00	3077.05

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
October 3rd, 2017**

MINUTES

With a quorum being present, Chairman Coffindaffer called the October Board of Supervisors meeting to order on Tuesday, October 3rd, 2017 at 9:00 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	Jane Collins
	James Foster	Steve Hannah
	Phil Osborne	Larry Sponaugle
	Randy Plaugher	Bill McClain

Others Present: **Melinda Law, John Law CPA**
 Belva Junkins, WFCD
 Dave Snowden, Lisa K. Thornburg CPA
 Robin Ward, WVCA
 Jeff Griffith, NRCS
 Cheryl Carlin, WFCD
 Jeremy Salyer, WVCA
 Bruce Loyd, WVU Extension
 Chuck Copeland, WV Division of Forestry

Welcome and Introductions: Dave Snowden the auditor is present today.

Agenda Approval: With no additions or corrections to today's agenda, Foster/McClain. Motion carried to accept the agenda.

Minutes: With no corrections of additions, the September 5th, 2017 minutes will stand approved as mailed. Chairman declared minutes approved.

Financial Report: The financial reports for August and September are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for July and August 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.

Melinda was present today to review the financial statements for the Board, and answer any questions they may have.

Hannah moved to approve and accept the July financial statements with the adjustments made to the fixed assets and accumulated depreciation, and file for audit. Motion seconded by Foster. Motion carried.

Hannah moved to approve, accept, and file the September and August financial reports. Motion seconded by Sponaugle. Motion carried.

Supervisor Per Diem and Travel: Treasurer Randy Plaugher reported on the following Supervisor's Per Diem and Travel expenses for the month of August:

Randy Plaugher	\$ 213.24	
Rebecca Jane Collins	\$ 842.54	
William Coffindaffer	\$ 215.37	
William McClain	\$ NA	
Philip Osborne	\$ 92.64	
Larry Sponaugle	\$ 116.10	
James Foster	\$ 799.78	
Richard Steve Hannah	\$ 679.24/118.14	<i>Totaling \$3077.05</i>

Total gross spent to date: \$6,977.38

Plaugher moved to approve Supervisor's August Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: An invoice from Laurita for EWP work completed is present today in the amount of \$25,603.59. Foster moved to approve and pay the invoice upon verification from the WVCA. Motion seconded by McClain. Motion carried. An invoice for the audit for \$2,800.00 is present today. Foster moved to approve and pay the invoice for the audit. Motion seconded by Plaugher. Motion carried.

Unfinished Business:

Ag Enhancement Program:

Foster reported on the FY18 AgEP payments present today totaling \$7,868.15. (*see attached list of cooperators to be paid*) McClain moved to approve the payments listed. Motion seconded by Plaugher. Motion carried.

Robin reported on Caleb's paper report he provided for the Board in their packets (*see attached report*).

OM&R Salem Fork & Polk Creek: Foster reported that he had met with Jim Roy, and they reviewed stream blockages in Doddridge County. Roy suggested to Foster that 3 sites of the Salem Fork Dams be mowed again to get rid of the weeds. The Board concurred that they had spent enough money to date, and they do not want to have the dams mowed again this fall.

Hannah reported that he has not been in contact with Mr. Boyle about the fencing issue present on the dam site that is located on Boyle's property. Hannah is questioning the Board's decision to move forward with this issue, as it presents two separate issues. One being the dam is out of compliance, and two, the Lewis County Commission's decision to cut funding. Mr. Boyle is a County Commissioner, and Hannah is not sure how the Board needs to handle this situation. The Board would need to wait until they hear something back from Mr. Farkas, who is waiting to hear back from the Attorney General's Office.

Lewis County Commission Meeting: no new report.

District Banquet: Helen needs a head count for the banquet a week before the event. Jeff prepared an outline of the cooperators being recognized and how he thought the Board could run their Banquet this year. The Board would like to talk about their individual cooperators they chose to recognize, and create presentations for them. The Grassland Farm awards, and Century Farm awards would be the same as they were in the past.

Grassland Farmer: Coffindaffer reported that they had toured two farms in September, and both of those farmers would be recognized as having grassland farms.

Cheryl reported that previous awardee's have called and said their signs were peeling from previous years. She wondered if the District should pay to replace those signs. The Board agreed that if a replacement was needed, that the Board would pay to replace the sign.

New Business

FY18,19,20 Audit RFQ Approval: Robin reported that it was time again to bid for Auditing Firms to complete their audit for the next three years. Robin has prepared a new RFQ to send to prospective firms pending the Board's approval of the RFQ. The new RFQ is for a term of three fiscal years. **Collins moved to approve the RFQ and send it to three Auditing Firms. Motion seconded by Sponaule. Motion carried.**

Monthly Board Meeting Date: Robin reported after meeting with Steve Hannah and the accountant, that in order to successfully review the financial reports the Board meeting date would need to be pushed back at least a week to provide time for processing the reports. **Foster moved to reassign their meeting date to meet the second Wednesday of the Month vs. the first Tuesday of the month beginning November 2017. Motion seconded by McClain. Motion carried. THE NEXT BOARD MEETING WILL BE ON NOVEMBER 8TH, 2017.**

FY17 Audit Report: Dave Snowden reported on the outcome of the FY17 audit. He gave Coffindaffer a document for signature closing the agreement for the past three years of auditing. Dave reviewed the Audit report, and asked the Board if they had any questions about the report. **Foster moved to accept the Audit report as presented. Motion seconded by McClain. Motion carried.** Dave thanked the Board for having him

and Lisa as their Auditor for the past three years, he has enjoyed the experience and hopes to work with the District in the future.

10:14 a.m. board to recess

10:23 a.m. board back to session

Correspondence:

Funding Requests: none present today.

Letters of Request: One LOR is present today for the CD Employee for JAS 17 totaling \$5,284.70. **Foster moved to approve and submit the CD Employee LOR for JAS 17. Motion seconded by Collins. Motion carried.**

SPRP/EWP Project: Jeremy reported on the changes occurring with the SPRP program. The program will be converting over to SSRP (*Streambank Stabilization and Restoration Program*). He reported that the biggest change present, will be moving toward a cost share program vs. a fully covered operation. A draft documentation of the program is present today for the Board's review. This document will go before the SCC as a draft for approval, but no action will be made until January of 2018.

Steve Hannah expressed concern in participating agreements with County Commissions under 7-1-3u due to the County's ability to exercise eminent domain. He understands that this portion of code is in place and it would give the District and the County the ability to work together to fund projects, but he is opposed to eminent domain. **Hannah moved to recommend to the State Conservation Committee to remove the section relating to 7-1-3u from the SSRP document. Motion seconded by Sponaugle. Motion carried.**

Board Member & Associate Supervisor Reports:

Foster reported that there is an auction coming up at the quarterly meeting the helps fund the scholarship program offered by the WVACD. He is encouraging the Board to take action and help support the auction. Coffindaffer recommended that if Board members wished to support the auction, to do so through private donation.

Steve Hannah apologized for his misunderstanding of the financials at the last meeting, and wanted to personally apologize to Belva for picking on her expenses.

Belva reported that she is appreciative of the Board's support of her attendance to the State Fair, and she would like to be able to attend the quarterly meeting. **Hannah moved to approve and pay Belva's expenses to the quarterly meeting in October. Motion seconded by McClain. Motion carried.** Belva thanked the Board and looks forward to helping at the quarterly meeting.

NRCS: Jeff reported that both requests that came out of the local work group meetings will be moving forward for FY18. Tom Wilsoncroft identified all forest owners that are located within the Cove Creek project in Gilmer and Doddridge Counties. The Division

of Forestry is partnering to help with this project. Space is limited for the training in Harrison County the week of the 16th. If anyone plans to attend let Jeff know. Rebecca worked with the WVDA on September 14th with a Maple Syrup meeting. The meeting was well attended.

FSA: no one present to report

WVU Extension: Bruce reported on the extension dinner meetings that will take place this winter;

Jan 10, 2018 at Jacksons Mill- Fencing
Feb 7, 2018 at TBA-Animal Health Program
Mar 7, 2018 at TBA- Grazing

Meetings for cooperators located in the Ritchie, Roane, and Jackson Counties; location TBA.

Jan 23rd- 25th, 2018 Beef Cattle Outlook
Feb 20th- 22nd, 2018 Animal Health
Mar 20th- 22nd, 2018 Wild Life Management

Bruce also reports that extension is in a severe budget problem, and they are not filling any vacant positions. With this in effect, Bruce does not have the time to attend all of our meetings. When he does attend in the future, he will come later so he is present to report.

Forestry: Chuck reported that the Forestry Contest took place in Tyler County, and Roane County won the contest. Magnolia won at the State Contest by technicality. There were 24 teams that competed at the State level. Chuck reports that fire season started Sunday, and to be careful when burning. The Division of Forestry is in the process of reorganizing its districts.

WVCA Report: Jeremy reported on needing to change the date for the listening session with Brian, and to pick a date for some time in November and December. The Board chose to meet on November 8th, 2017 at 1p.m., or November 15th, 2017 at 10 a.m. Jeremy would let the Board know what date works best. Jeremy reminded the Board that it is time to think about reviewing the policy manual, employee manual, and the plan of work.

Robin reported on introducing Quickbooks to the District to report equipment income and expense, and track water supply inventory and sales. She reports that the program is wonderful, and should have been introduced a long time ago! It has helped Cheryl and herself tremendously. She hopes to have a report for the Board at the next meeting.

Caleb's report is present in AgEP.

WFCD Report: Cheryl reported on sending out the banquet invites. She has received two women in Harrison County to sponsor to the Women in Ag. Conference. She has been working on water supply inventory, and a newsletter. She passed out a draft of the

newsletter for the Board to review, and asked if there was anything they wanted to add. The Board would like to have a space covering EWP in their newsletter.

Conservation Agreements: There is one agreements present today for approval.

Richard Cantarelli, Harrison County, 100 +/- acres

Plaughter/Foster. Motion carried to approve Conservation Agreement.

Set Date of Next Meeting: The next meeting will be held November 8th, 2017 at the USDA Service Center in Mount Clare, WV.

Respectfully submitted,

Jane Collins, Secretary .



William Coffindaffer, Chairman



Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:17 a.m.

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87 OLLIE LANE SUITE 104
MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on 10-3-2017 and approved the following payments.

Name	Practice	Acre & Tons	\$Paid	Check #
L. Nutter	NM	20 ac	\$600.00	1096
R. Nuzum	Lime	122.74 tons	\$2,424.15	1098
L.C. Leighton	NM	20 ac	\$600.00	1097
W.White	Water Ex. Fence	1,375 ft	\$2,160.00	1099
P. Sabatelli	Lime	93.7 tons	\$1,874.00	
P. Sabatelli	NM	7ac	\$210.00	
		Total	\$7,868.15	

James H. Foster
Committee Chair

West Fork CD – Board Meeting
October 3, 2017

Conservation Specialist Report

AgEP – We are beginning to have cooperators complete practices. In the last month 5 cooperators completed their projects, see AgEP approvals.

Trainings – MAC International Erosion Control Conference – Richmond, VA 9/19 – 9/21.
MAC Soil Health Conference – Manheim, PA – 10/17-19
Farming with Beneficial Insects for Pest Control – Quiet Dell, WV 10/25

Other- Promoting Ag Enhancement at Forest Festival, Elkins – 10/6
West Fork Conservation District Awards Banquet – 10/19
Tygarts Valley Conservation District Legislative Banquet – 10/26

TVCD- The majority of the past 2 months I have been working to complete Ag Enhancement in Tygarts Valley. All visits have been made and approvals/contracts have been mailed.

I apologize for missing this month's meeting. I am working with NRCS in Elkins today to draw up designs for water systems.

If you there are any questions please contact me via email or phone.

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



October 2017 WVCA Report

WVSCC Meeting:

The West Virginia State Conservation Committee meeting will be October 10th @ 10:30 a.m.

WVACD Fall Quarterly Meeting

The Fall WVACD Quarterly Meeting will be October 16 & 17 at the Days Inn & Suites in Flatwoods, WV.

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on February 7, 2018. There will be another Legislative breakfast planned for that morning.

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 the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

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 valid.

SSRP Program

Draft will be presented to SCC in October. No action will be taken by SCC until January. Districts are encouraged to review the provided draft and provide comments back to their Area Directors.

WVCA Project Section:

OM&R

- Work continues with NRCS to develop engineering plans for watershed dams. The seep investigation work being conducted by CEC in South Fork is nearing completion.
- O&M work this season is nearing completion.
- O&M summaries will be available for each District for 2017 construction year by December.

EWP June 2016

- NRCS continues to complete bank stabilization sites following the June 2016 flood.
- Regional permit renewal – the proposed permit is currently out for public comment. The comment period closed and the Corp is reviewing the comments that were received.

EWP July 2017

- WVCA has worked on debris cleanup in Upper Ohio, Monongahela and the Northern Panhandle Conservation Districts.
- The stream debris cleanup is almost complete.
- Debris clean up on the Wheeling Creek Dams is complete.
- WVCA utilized the purchased pit burner to dispose of the woody debris.
- WVCA is addressing flood related calls as they come in.
- WVCA is working with FEMA for reimbursement for eligible expenses.

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

- South Fork of the Cherry River (GVCD) – Surveying underway.
- Buffalo Creek (ECD) – Design complete, working on permitting and landrights
- Coal River (CCD) – Survey and assessment complete, design underway
- Hughes Creek (CCD) – WVCA is working with Kanawha County Commission to complete this project.
- Webster County (ECD) – job showings for sediment removal were held on 9/21/17.
- Short Creek and Middle Grave Creek (NPCD) – monitoring is planned for October, this will be the final year of monitoring on these projects.

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
 - The permit process continues for UDC1 with construction slated for 2017/2018.
 - WVCA continues to work on the permits and mitigation plan.
 - WVCA/NRCS/GF are working with the contractor to review submittals and complete the construction schedule.
 - A gas pipeline has been removed from near the dam to allow construction to begin.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Reminder: Rehab meetings are held the first Wednesday of each month. Any District that has rehab projects can participate in these meetings by phone.