

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

August 10th, 2022

MINUTES

With a quorum being present, Chairman Coffindaffer called the August Board of Supervisors meeting to order on Wednesday, August 10th, 2022 at 9:06 a.m. at the Oxford Grange Hall in West Union, WV.

Supervisors Present: William Coffindaffer Jane Cain
Steve Cronin
Larry Sponaugle Jim Foster
Robert Suan

Others Present: Robin Ward, WVCA
Sigrid Teets, WVCA
Darian Bender, WVCA
Jim Roy, WVCA
Jeremy Salyer, WVCA
Richard Law, NRCS
Rodney Dye, Doddridge County Producer
Cheryl Carlin, WFCD
Brandon Duckworth, NRCS
Belva Junkins, WFCD
Barb Foster, WFCD

**(via teleconference)*

Welcome and Introductions: Foster introduced Rodney Dye. He is on the farm bureau board for Doddridge County, and is interested in learning about the different farming organizations that he can get involved in. Foster would like to have Rodney as an associate supervisor from Doddridge County.

Agenda Approval: With no additions or corrections to the agenda. **Foster/Cronin.**
Motion carried. Approve today's agenda as presented.

Minutes: With no additions made, the July 13th, 2022, minutes will stand approved as mailed. **Cronin/Foster. Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: Duckworth reported with a paper report. *(See attached).*

FSA: No one present to report.

Forestry: No one present to report.

WVU Extension: No one present to report.

WVACD Executive Director: *(See paper report)*

Financial Report: The WVCA financial reports for July are not present today. The balance sheet and income statement from John Law CPA for July is present today. John Law CPA General and CDO account financials for July are present today.

Foster/Cronin. Motion carried. Approve and file financials for audit.

Supervisor Per Diem and Travel: Chairman Coffindaffer reported on the following Supervisor's Per Diem and Travel expenses for the month of June:

Randy Plaughter	\$737.80	
Jane Cain	\$713.78	
William Coffindaffer	\$437.95	
William McClain	\$357.00	
Larry Sponaugle	\$597.19	
James Foster	\$797.52	
Philip Osborne	\$NA	<i>Totaling \$3,641.24</i>
<i>Total gross spent to date:</i>		<i>\$46,784.12</i>

Cronin moved to approve Supervisor's June Per Diem and Travel as presented and pending review from district accountant. Motion seconded by Suan. Motion carried.

Approval of Invoices and Payments: None present today.

Unfinished Business:

Ag Enhancement Program: Teets passed out a written report. *(See attached).*

Foster reported on the following FY23 AgEP contracts for approval:

B. Bennett	Lime	18.86 Ac	\$1,414.50
B. Bennett	Lime	28.04 Ac	\$2,103.00
R. Plaughter	Lime	8.1 Ac	\$607.50
B. Beall	Lime	50 Ac	\$3,750.00
K. Butcher	Lime	18.16 Ac	\$1,362.00
C. Gettings	Lime	41.8 Ac	\$3,135.00
E. Stalnaker	Lime	32.93 Ac	\$2,469.75
K. Detamore	Lime	50	\$3,750.00
R. Beall	Lime	17.97 Ac	\$1,347.75
D. Sabatelli	Lime	15.1 Ac	\$1,132.50
M. Murray	Lime	28.6 Ac	\$2,145.00
S. Stark	Lime	50 Ac	\$3,750.00
K. Kerr	Lime	50 Ac	\$3,750.00
P. Cottrill	Lime	17.29 Ac	\$1,296.75
J. Mills	Lime	13.36 Ac	\$1,002.00
S. Stout	Lime	50 Ac	\$3,750.00
M. Zinn	Lime	50 Ac	\$3,750.00
N. McCloy	Lime	25 Ac	\$1,875.00
V. Woodford	Lime	49.84 Ac	\$3,738.00

K. Rhoades	Lime	23 Ac	\$1,725.00
S. Mason	Lime	43.08 Ac	\$3,231.00
J. Garrett	Lime	50 Ac	\$3,750.00
A. Hartshorn	Lime	50 Ac	\$3,750.00
K. Stutler	Lime	7.26 Ac	\$544.50
P. Winkie	Lime	8.58 Ac	\$643.50
C. Gettings	NM	20 Ac	\$1,400.00
W. Lowther	NM	14.12 Ac	\$994.00
K. Stutler	NM	20 Ac	\$1,400.00
S. Stark	NM	20 Ac	\$1,400.00
R. Suan	HUA	2000 Ft2	\$2,500.00
R. Law	HUA	2000 Ft2	\$2,500.00
PSP. Farm	HUA	2000 Ft2	\$2,500.00
T. Stroupe	HUA	2000 Ft2	\$2,500.00
S. Haynes	HUA	2000 Ft2	\$2,500.00
J. Sprouse	HUA	2000 Ft2	\$2,500.00
L. Wolfe	HUA	500 Ft2	\$625.00
A. M. Ward	HUA	2000 Ft2	\$2,500.00
T. Reed	HUA	2000 Ft2	\$2,500.00
S. McKinney	HUA	2000 Ft2	\$2,500.00
R. Wilmoth	HUA	2000 Ft2	\$2,500.00
M. Talbott	PDF	2500 Ft	\$5,000.00
P. Sabatelli	PDF	1700 Ft	\$3,400.00
B. Lowther	PDF	2500 Ft	\$5,000.00
B. Glaspell	Pollinator	Hab. Plot	\$200.00
S. Gessler	Pollinator	Hab. Plot	\$200.00
C/M. Blake	Pollinator	Nucleus	\$200.00
M. Ryan	Pollinator	Nucleus	\$200.00
T. Nay	Pollinator	Hab. Plot	\$200.00
S. Gessler	Pollinator	Nucleus	\$200.00
B. Glaspell	Pollinator	Nucleus	\$200.00
T. Nay	Pollinator	Nucleus	\$200.00
K. Detamore	Woodland Exc. Fence	2500 Ft	\$5,000.00
S. Cronin	Water System Pipe/Trough		\$1,800.00
S. McKinney	Water System Well (Drill/Development)		\$6,000.00
D. Sabatelli	Water System Pipe/ Trough		\$1,800.00
S. Cronin	Water System Well Development		\$2,400.00
J. Sprouse	Water System Well Development		\$2,400.00
L. White	Water System Well (Drill/Development)		\$6,000.00
P. Sabatelli	Water System Spring Development		\$2,040.00
M. Talbott	Water System Spring Development		\$2,040.00
J. McCray	Water System Pipe/Trough		\$1,800.00
T. Reed	Water System Spring Development		\$2,040.00
R. Hitt	Water System Spring Development		\$2,040.00
A. M. Ward	Winter Grazing	34.29 Ac	\$857.25
P. Winkie	Winter Grazing	15.04 Ac	\$376.00

W. Lowther	Winter Grazing	23.21 Ac	\$580.25
R. Suan	Hay Reseeding	21.02 Ac	\$1,051.00
R. Wilmoth	Hay Reseeding	9.2 Ac	\$460.00
A. Robinson	Hay Reseeding	9.73 Ac	\$486.50
L. Leighton	Frost Seeding	20 Ac	\$1,000.00
M. Murray	Frost Seeding	8 Ac	\$400.00
P. Cottrill	Frost Seeding	9.64 Ac	\$482.00 <i>totaling \$146,644.75</i>

Coffindaffer/Foster. Motion carried. Approve the FY23 AgEP contracts as presented.

Ward reported on having the winter grazing approval letters present today for signature.

OM&R Polk Creek & Salem Fork: Roy reported mowing is completed on the Polk Creek dams. There is going to be a training for WVCA watershed staff next Wednesday on the Polk Creek dams.

Polk Creek Trash Rack Contracting: Roy reported on having a bid opening on August 9th at the Mount Clare office. Two bids were received. Meadows Enterprises, LLC submitted the lowest bid of \$24,750.00. **Sponaugle/Cronin. Motion carried. Approve Meadows Enterprises, LLC bid of \$24,750.00.** A contract signing date will need to be set in the future.

Danny Gum Mowing: Ward reported on receiving a letter from Gum requesting payment for his mowing contribution on Polk Creek site #4. **Foster move to pay Gum \$400.00. Motion seconded by Sponaugle. Motion carried.**

Dam Inspection Reports: Roy reported the dams looks good. DEP will be doing their inspections soon.

Fall Banquet: The banquet will be at the Doddridge County Park with registration at 6pm and dinner at 6:30 p.m. The Board would like to invite the dam monitors and sponsors to the banquet as well as the solid waste authority Board members. Cain wondered about going to the Century Farm winner's farms to present their signs. Cain would get in contact with the Century Farm winners and schedule a date to present their signs. The decorating committee would oversee purchasing decorations needed for the banquet.

CD Employee: Carlin reported on speaking with social security. Her actual retirement date from the district would be December 16th. The District would advertise for the CD Employee position starting October 1st, and resumes should be submitted by October 24th, 2022.

New Business:

Harrison County Bank Signature Card: Ward reported on needing Board action to remove Phil Osborne from the signature card at the Harrison County Bank and add Steve Cronin and Bob Suan. **Foster/Sponaugle. Motion carried. Approve to take Phil Osborne off the signature card and add Steve Cronin and Bob Suan.**

CD Maturity: Ward reported on receiving notification in the mail of the upcoming maturity of the \$100,000.00 CD at Harrison County Bank. The CD will mature on August 14th, 2022, and the Board has until August 24th, 2022, to move the CD without penalty. Foster and Coffindaffer would investigate rates at other banks and move the CD to the bank with the best interest rate.

Carol Greene Nomination: Foster nominated Bill Coffindaffer for the award.
Cronin/Sponaule. Motion carried.

Member at Large Nomination: No nominations at this time

Honorary Member Nomination: Foster moved to nominate Jim Roy. Motion seconded by Sponaule. Motion carried.

Rookie Supervisor Nomination: Cain moved to nominate Steve Cronin. Motion seconded by Foster. Motion carried.

Grassland Farmer: Discussion was held on previous grassland farmers and farmers that could be eligible this year. The Board would like to recognize Bob Stenger from Harrison County, and John Bob Spiker from Lewis County pending their approval and tour of the farm.

Water Supply Expenses: Foster reported on the water supplies that the District purchases from TVCD is extremely high. He brought a water valve box for Duckworth to look at and see if that would be something the District could use. Duckworth would look around and get prices of materials the District could use in lieu of using TVCD. Carlin is wondering if the Board would be ok with removing the 25% mark up on the spring box, pipe, and lid until those supplies are gone. **Foster/Cain. Motion carried. To remove the 25% mark up on the box, lid, and pipe.**

Correspondence

AgEP Committee Meeting Minutes- 8.5.22- Teets reported on wanting to amend the minutes to say in the Pollinator eligibility section *"Teets reported that one applicant for the pollination practice reported not having the ability to produce \$1,000.00 in farm products at the time of application which made this cooperator's applications ineligible for the AgEP program. She asked if the committee would like to suggest a different eligibility requirement for this and/or other AgEP practices. No suggested changes were presented at this time."* Foster reported on speaking with Skaggs over the eligibility question and remembers discussing the potential to make \$1,000.00 should cover the producer's eligibility. **Foster moved to accept the minutes as presented without correction. Motion seconded by Cronin. Motion carried.**

Envirothon Meeting Minutes

WVACD Quarterly Meeting Minutes

Bid Opening Minutes 8.9.22- **Sponaule/Suan. Motion carried. Approve minutes.**

GBVCD Annual banquet invite

Funding Request- none at this time.

Letters of Request- none at this time.

SPRP/EWP Project: no new report.

Board Member & Associate Supervisor Reports:

Cain reported the Envirothon is going to be held at Cacapon again. Her and Bill Coffindaffer oversee the memorial service at the quarterly meeting in October. She would also like to order shirts for the Board. **Cain/Suan. Motion carried. To order shirts for the Board. Coffindaffer assembled a committee of Cain, Suan, Junkins, Carlin, Ward, and Hannah.**

Cain reported Clyde Bailey is disappointed in the support from supervisors to run the booth at the state fair. They need volunteers to work the booth.

Cain also reported the per diem cap rate for supervisors could move from \$80 to \$150. The rate is going to be voted on by the State Conservation Committee. The district of the year book has been judged, but the winner will not be named until the quarterly meeting in October.

Foster reported on a book the WVACD history committee had assembled and had copies to pass out to the board today.

WVCA Report:

Salier provided a paper report (*See attached*). He highlighted on the draft policy that will go to the state conservation committee regarding uniform district reporting and information reporting requirements. The WFCD has 30 days from today to submit comments to Ward to be submitted to the WVCA for State Conservation Committee review.

Ward reported the FY22 audit will take place on September 1st and 2nd. She had other correspondences from Harrison County Extension on BQA certification and women in ag sponsorship.

WFCD Report: Carlin reported on receiving a letter from Ravenswood FFA thanking the Board for their contribution allowing them to travel to compete in the grassland contest. She also had more post cards from kids that attended State Conservation Camp. Carlin reported on behalf of Hutson. He took around 300 soil samples this summer covering 4,238 acres and took around 15 forage samples. He thanks the Board for the opportunity to have the internship this summer.

Public Comments: none.

Conservation Agreements: One agreement is present today for approval.

Carrie Cabo, Harrison County, 49 acres

Foster/Cronin. Motion carried. Approve the Conservation Agreement as presented.

Set Date of Next Meeting: The next meeting will be held on September 14th, 2022 at the Mount Clare USDA Service Center in Mount Clare, WV at 9a.m.

Meeting adjourned at 10:50 a.m.

Respectfully submitted,



Jane Cain, Secretary



William Coffindaffer, Chairman

Minutes Recorded by Robin Ward,

Administrative Specialist West Virginia Conservation Agency/

West Fork Conservation District.

West Fork District DC Report

July/August , 2022

Field Visits:

Planning Visits:

- Grazing/Grassland – 15
- Forestry/Wildlife – 9
- High Tunnel/Other - 6

Contract Implementation:

- 23 Field Visits for implementation and certification on existing contracts

Completed Practices:

- High Tunnel: 1
- Forest Management Plan: 2 plan written
- Tree and Shrub Establishment: 443 seedlings
- Prescribed Grazing: 180 acres
- Well: 1
- Pumping Plant: 1
- Watering Trough: 1
- Heavy Use Area Protection: 700 ft2

Total Practice Installation payments total \$26718 for July 2022

Field Office Work and Priorities

- Staff in both offices have been providing technical assistance and following up with contract participants on practice installation. Additionally, technical assistance is being provided on newly funded water system installations to assist producers on meeting Ag Enhancement deadlines
- Current Program workload includes finishing up contracting our late EQIP approvals contracting for all of our Conservation Stewardship approvals. The WFCD has 14 applications broken out in the following counties: Doddridge – 3; Gilmer – 4; Harrison – 5; and Lewis – 2. The West Fork had more CSP contracts this FY than any District in WV.
- This year West Fork NRCS staff will work to obligate 50 contracts worth approximately **\$1,160,000.00**

Upcoming Events

- I'll be representing NRCS on August 11th at the State Fair



October Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

I think we had a great meeting and special thanks to our speakers, planners, and those who attended. Here is the link to the presentations: [District Supervisor Training \(wvca.us\)](https://www.wvca.us/district-supervisor-training). Please be sure to share with anyone who may need the link. Also use what you can in any district training that you do. *The puzzle isn't going away so be sure to complete your piece at the next event.*

October Quarterly Meeting

The October meeting will be held at the Days Inn in Flatwoods. Committee meetings, memorial service, state RC&D meeting and Envirothon celebration will take place on Monday, October 17 with the quarterly meeting taking place on Tuesday, October 18, along with the awards and recognition luncheon. The executive and legislative committees will meet on Sunday evening and all are welcome to attend those.

The live auction will also take place so please send photographs and/or descriptions of your auction items to Mark Fitzsimmons, NPCD Supervisor. Please do this ASAP so items can be properly advertised!

WVCA will be providing lunch on Monday, October 17 for supervisors in a "lunch and learn" style with a topic of speaking with your legislators. ***It is very important that all attendees RSVP for this.*** Please use this link to register: <https://forms.gle/DAXx6EfeCA7isuw49>. For anyone who cannot use this link or would prefer to register directly with Heather Duncan, please do so by October 3rd. hduncan@wvca.us or (304) 433-6280

As a reminder, the room block for the meeting will end on October 6, 2022. All rooms are individual pay and there is no master bill to charge rooms to.

NACD News

Nominations for NACD NE Regional board member and NE Region NACD representative are open until November 4th. Please contact Heather Duncan or Wayne McKeever for more information.

A capacity building session is occurring right now with the NE region. If you are interested in being on this committee, please let me know ASAP. This was based off of the responses that were reviewed at the NACD NE region meeting.

I hope to have more information after this week on the NACD grant that will be available on "Strengthening Grassroots Leadership & Capacity to Scale Climate-Smart Production Systems and Facilitate Historically Underserved Producers' Access to Markets." For a link of all climate smart commodity grants that are going to potentially service WV, please visit this link: [Partnerships for Climate-Smart Commodities Project Summaries | USDA](https://www.usda.gov/partnerships-for-climate-smart-commodities-project-summaries)

Board Meetings

I would like to come around to board meetings or other special events like banquet in person. Please remember to keep me up to date with your board meeting schedules and other special events. I am still trying to call into board meetings and stay as long as I am able when I can. If there are any meetings that you think I should be at, please let me know well ahead of time so I can try and make adequate plans to attend.

Reminders

Please do not forget about the training videos produced by WVCA and Bob Buchanan. A great deal of work was put into these videos and they should preferably be watched during board meetings to allow for discussion.

Upcoming Dates:

October 16-18, 2022: Fall Quarterly Meeting and Awards Luncheon, Days Inn, Flatwoods, WV

January 16, 2023: Conservation Day at the Capital

Area Meetings: Eastern: Wed, Oct 5, Western: Thurs, Oct 6, Central: Fri, Oct 7

- Please reach out to your area coordinator for more information.

WVACD Area Map



Area Coordinators

Central

Bill Harris

304 573 9457

bharris02@suddenlink.net

Western

Bob Buchanan

304 210 5206

grouseturkey@yahoo.com

Eastern

Lois Carr

104 567 3552

rfcabins@spruceknob.net

WEST FORK CONSERVATION DISTRICT

87 Ollie Lane Suite 102

MOUNT CLARE, WV 26408

Travel and Per Diem - Treasurer Approval for Payment

Month/Year June 2022

[illegible]

Kendy Playler 8/8/22

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

The West Fork Conservation District Board of Supervisors met on 8/10/22 and approved the following practices.

Name	Practice	Amount	\$Encumbered	Check #
B. Bennett	Lime	18.86 Ac	\$1,414.50	
B. Bennett	Lime	28.04 Ac	\$2,103.00	
R. Plaugher	Lime	8.1 Ac	\$607.50	
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S. Haynes	HUA	2000 Ft2	\$2,500.00	
J. Sprouse	HUA	2000 Ft2	\$2,500.00	
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S. Gessler	Pollinator	Hab. Plot	\$200.00	
C/M. Blake	Pollinator	Nucleus	\$200.00	
M. Ryan	Pollinator	Nucleus	\$200.00	
T. Nay	Pollinator	Hab. Plot	\$200.00	
S. Gessler	Pollinator	Nucleus	\$200.00	
B. Glaspell	Pollinator	Nucleus	\$200.00	
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S. Cronin	Water System	Well Development	\$2,400.00	
J. Sprouse	Water System	Well Development	\$2,400.00	
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P. Cottrill	Frost Seeding	9.64 Ac	\$482.00	
	Totalling		\$146,644.75	

Committee Chair



Conservation Specialist Report August 10, 2022

FY-23 AgEP

- Application approvals prepared. See agenda for more information.
- Budgeting was completed during the AgEP Committee meeting on 8-5-22.
- Suggested edits to AgEP Committee meeting 8.5.22. See attached email.

Other Announcements

- During the West Fork CD local work group meeting held in Harrison County, cooperators and agency folks came up with suggestions for practices that West Fork may want to consider including to their list of AgEP practices for FY24. We could work with NRCS to get more ideas to consider offering or even suggest a new practice for FY24. These proposals are due November 15th.
- Conservation Farm of the Year – Wilmoth Farm received second place in the east area competition.

Important Dates

- September 1, 2022 – Deadline for AgEP Urea application for Winter Grazing practice.
- September 15, 2022 - State AgEP Committee meeting – 10:00AM in person (Flatwoods) or on Microsoft Teams.
- October 5, 2022 – Deadline for AgEP Nutrient Management - fertilizer spreading.

**West Fork Conservation District
AgEP Committee Meeting
August 5th, 2022
USDA Service Center, Mount Clare WV
Minutes**

Attending: Randy Plaughter, Jim Foster, Bill Coffindaffer, Bud Sponaugle, Sigrid Teets, Robin Ward, Steve Cronin, Bill McClain, Darian Bender

Chairman Foster called the meeting to order at 9:05 a.m.

Teets provided an agenda for today's meeting. She passed out a packet with projected budgets for the FY23 AgEP program.

Winter Grazing Payment Cap/ Cooperator:

Nutrient Management Payment Cap/Cooperator: Teets reported on the price of fertilizer. Bender had called the local suppliers of fertilizer. Teets provided a spreadsheet totaling the price per ton balance and what she felt would be the best option for cap/acre. *(see attached)* **Coffindaffer/Sponaugle. Motion carried. Adopt Teets projected rates per acre for nutrient management and winter grazing on the next application period.**

FY23 WFCD AgEP Practice Budgets:

Teets handed out a spreadsheet with three projected budgets for the FY23 AgEP program. Green budgeted \$115,000.00 in approvals, yellow budgeted \$123,000.00 in approvals, and red budgeted \$130,000.00 in approvals. Discussion was held on the presented budgets. **Cronin/Plaughter. Motion carried. Use the state 319 funds in the amount of \$10,733.68 for hay, frost, pasture seeding, and winter grazing with any left-over dollars funding heavy use area.** Today's calculation has \$5,040.68 to fund heavy use areas.

Discussion was held on funding the other practices. The committee questioned how much money they were going to get for AgEP this year, and what amount of money was left in the account and if they could supplement extra dollars for AgEP this year. Ward provided financial reports and the FY23 budget to the committee.

Cronin/Sponaugle. Motion carried. To adopt Sigrid's yellow budget as presented.

Discussion on the motion.

Cronin moved to withdraw his motion. Motion seconded by Sponaugle. Motion carried.

Plaughter moved to fund 25 lime projects totaling \$62,331.75, fully fund the nutrient management projects totaling \$5,194.00, fund 11 heavy use projects totaling \$25,625.00, fully fund the pasture division fence projects at \$13,400.00, fully fund the pollinator projects totaling \$1,600.00, fully fund the woodland exclusion fence project totaling \$5,000.00, fund 11 water development projects totaling \$30,360.00, and fully fund winter grazing, frost, hay, and pasture seeding projects via the state 319 funds. With a total FY23 approval allocation of \$149,203.75. Motion seconded by McClain. Motion carried.

Eligibility Suggestions for Pollination Practice: Teets reported on running into a problem with the eligibility requirements for the pollinator program. Most of the applicants do not make \$1,000.00 profit off their products. She is wondering if the committee would like to create a different eligibility requirement for them. The committee agreed that if the applicant had a program that had the potential to make \$1,000.00 profit, then that would be good enough.

Meeting adjourned 11:17a.m.

Minutes recorded by Robin Ward, Administrative Specialist
West Virginia Conservation Agency/ West Fork Conservation District



August 2022 WVCA Report

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1

WVACD Honorary Member At Large

WVACD Lifetime Honorary Member

Rookie Supervisor of the Year

New Supervisor Oath of Office

By July 1, all newly elected supervisors need to have taken their oath of office. The oath is necessary by all supervisors who won a seat in the election in order to be reimbursed and vote in meetings.

Conservation Law Change

SB264 passed the legislature and has been signed by the governor. The law will be in effect before July 1.

Districts need to pay attention to board vacancies, especially in situations where no one filed in the May election for either the full four-year term or the unexpired term. Supervisors who did not file are not automatically allowed to continue holding their seat when the new term begins July 1.

In those cases, boards will need to advertise to fill the vacancy, and then select a candidate to submit to the SCC. Please check with Kim and Jeremy to be sure you have a copy of the updated advertisement.

Proposed rule 63-CSR-1 amends an existing rule and incorporates changes relating to the election of West Virginia's 114 conservation district supervisors. The rule details candidacy qualifications and procedures districts must follow when there are no candidates filing for the office, or when a vacancy occurs. The proposal also makes minor modifications to the process for spending watershed improvement funds.

The proposed rule 63-CSR-4 is a new rule relating to accounting and auditing procedures West Virginia's 14 conservation districts must follow.

Both rules have been filed with the Secretary of State.

AgEP:

- **May/June/July 2022**– CDs to finalize upcoming FY program, update AgEP agreement addendum #1 & #2, take action to approve LORs
- **July 15th** – AgEP Databases are to be closed out by July 15th.

- If you haven't updated your AgEP Administration agreement and addendum for the upcoming year please do so now.

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. If you have questions, ask Kim or Jeremy.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work. **Plans of work are due to Kim and Jeremy by July 1.**

Conservation Farm Tour

Timelines:

- **July** - Area judging.
- **August** - Statewide judging August 23-25, 2022.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

Engineering Expression of Interest

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

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.

O&M Sponsorship Agreements

Don't forget to review your local sponsorship agreements and send to your local government partners for the FY23 budget year. These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.

The WVCA cannot provide a match without a signed agreement.

State Fair of WV Sign Ups

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

2022 Dates for WVACD Quarterly Meetings

October 17 & 18 Days Inn, Flatwoods

Draft District Reporting Policy

The policy below is for your review and feedback. The districts long range plan and annual plan of work are defined in the draft policy below and not in 63-CSR-1 or 63-CSR-4.

DRAFT POLICY STATE CONSERVATION COMMITTEE UNIFORM DISTRICT REPORTING and INFORMATION REPORTING REQUIREMENTS

General

Scope: This policy establishes basic, uniform procedures and requirements for Conservation District reporting to the State Conservation Committee concerning annual reports and long-range plans of Conservation Districts.

In developing their long-range plans and annual reports, district supervisors shall consider the natural resource needs of the counties located within their district boundaries and the strategies and partnerships it will require to meet those needs.

Authority – W.Va. Code §19-21A-4(16);§19-21A-8(1););§19-21A-8(9).

Definitions

For purposes of this policy, the following definitions apply:

“Agency” or “West Virginia Conservation Agency” means the administrative agency of the State Conservation Committee, W.Va. Code §19-21A-4(e).

“Annual work plan” means an inspection of financial program activities of the past fiscal year, as well as a district’s planned events and activities during the fiscal year to support its five (5) year Long-Range Plan.

“Committee” or “State Conservation Committee” means the agency created in W.Va. Code §19-21A-4.

“Long-Range Plan” means the process of steps used to create a strategic plan to include at minimum five (5) goals for a Conservation District to achieve. It shall also include a plan for each goal on how the goal will be achieved.

“Supervisor” means one of the members of the governing body of a district, elected or appointed in accordance with W.Va. Code §19-21A-6.

Long-Range Plans

The SCC shall consider the Conservation Districts’ recommendations when developing or altering any criteria.

Long-Range Plans shall be updated every five (5) years and shall include at least five (5) goals relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, use, water quality, disposal of water, and the preventative and control measures.

In developing its Long-Range Plan, a district shall, through public meetings, publications, and other means, seek information from cooperators, the general public, partnering agencies and other public or private organizations with similar interests and goals relating to the District’s resource needs.

Each district's long-range plan shall include:

1. A list of Conservation District Supervisors, Conservation District staff, and any other support staff critical to district operations.
2. Cover basic financial reports and any activities that involved education and/or outreach to the public or participants in Conservation District programs or projects. These reports should also include how the activities benefit the district's mission and/or goals.
3. A list of current natural resources in the district.
4. Projections of further natural resource needs in the district.
5. District priorities for various resource activities.
6. Timetables for current and anticipated district priorities.
7. Identification and information on coordinating with other governmental and non-governmental partners.
8. Steps that will be taken to train, educate and inform district supervisors on issues relating to conservation matters.
9. How the district intends to keep cooperators, the general public, partnering agencies and other public or private organizations with similar interests informed about district initiatives, activities, and programs.

Submission of long-range plans:

Each district shall submit its first long-range plan to the Agency's executive director by June 30, 2023. Long-range plans shall be submitted every five (5) years thereafter.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Annual Work Plans

Annual Work Plans shall include anticipated programs and activities relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, utilization, water quality, disposal of water, and the preventative and control measures.

Annual Work Plans shall include information related to a district's efforts to implement its Long-Range Plan. The annual plan shall also include:

- Descriptions of district-sponsored programs and the outcomes for each program.
- Training and public outreach efforts undertaken during the year.
- The status of initiatives covered by the five (5) year plan.

Annual Work Plans shall be submitted by June 30 to the Agency's executive director.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Plan Distribution

Long-range and Annual work plans are official documents of each district and shall be distributed to federal, state, and local cooperating governmental agencies, non-government partners, the general public, non-governmental partners, cooperators, and others.

Distribution of the Long-range and Annual work plans may be accomplished via a district's newsletter, social media, or other electronic distribution and through print.

Public Meetings

Conservation Districts shall hold public meetings to conduct surveys, investigations, and research relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to conservation, development, utilization, water quality, disposal of water, and the preventative and control measures needed to publish the results of such surveys, investigations, or research, and to disseminate information concerning such preventative and control measures and works of improvement to the public.

Such public meetings should be properly advertised in a district's newsletter, social media, and local newspaper of general circulation within the district. The advertisement shall state the purpose of the meeting and its time and location.

Public meetings and district outreach efforts shall be with the assistance of Conservation District staff where applicable and with the support and assistance of Agency staff.

