

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
February 13th, 2019**

MINUTES

With a quorum being present, Chairman Plaughter called the February Board of Supervisors meeting to order on Wednesday February 13th, 2019 at 10:01 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
Belva Junkins, WFCD
Jim Roy, WVCA
Jeff Griffith, NRCS
Jared Nestor, NRCS
Zomarys Dumeng, NRCS
Terry Jenkins-McNeer, NRCS
Bruce Loyd, WVU Extension
Jesse King, WV DOF
Dan Cooley, WV DOF
Robin Ward, WVCA
Jeremy Salyer, WVCA
Caleb Smith, WVCA
Cheryl Carlin, WFCD
John Cobb, Cooperator Lewis County

Welcome and Introductions: Jeff Griffith reported that he has accepted a new position as a NRCS Farm Bill Specialist. He thanked the Board for their past support, as well as, Zomarys and Jared. He is leaving a card for us to read after he is gone. He thinks a new DC will be a positive change. He is very thankful for all the people that he has met through his DC position but feels that it is time for a change. He would like to stay in touch and help if needed. He will be dealing with EQIP, Forestry, CSP, AMA, and will have statewide responsibility of monitoring funds. He will also provide leadership to area offices with policy. John Cobb gave a personal thank you on the landowner side of things and how helpful Jeff has been in his position. The Board felt that he has always been an asset to the District, a good friend and employee.

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

Minutes: With no additions made, the January 9th, 2019 minutes will stand approved as mailed. Coffindaffer/McClain. Motion carried.

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

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of January is present today for the Board's approval.

Hannah/Foster. 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 December:

Randy Plaugher	\$421.22
Rebecca Jane Collins	\$324.84
William Coffindaffer	\$199.56
William McClain	\$160.29
Philip Osborne	Nov. \$92.64 Dec. \$92.64
Larry Sponagle	\$111.00
James Foster	\$664.28
Richard Steve Hannah	\$137.94 <i>Totaling \$2,204.41</i>

Total gross spent to date: \$18,018.55

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

Approval of Invoices and Payments: None present today

Unfinished Business:

Ag Enhancement Program: Caleb reported new contracts have been approved at the last committee meeting, 11 of 14 contracts have been signed. The new contracts have until the end of May to complete. He attended a staff enhancement meeting in Flatwoods and is waiting to get a summary of the notes from the meeting. Phil asked when we would be implementing the changes to the AgEP applications. He feels that people that attended education meetings should get extra points on ranking. Caleb has submitted our suggestions to the State Committee, but he can submit more if needed. An AgEP meeting is scheduled for March 1st at 10 a.m.

Caleb reported on the following payments out of the AgEP committee meeting;
T. Hawkins, PDF/WEF, \$3,088.00.

Authority was delegated by Board in the January 2019 meeting. (See Attached Committee Minutes).

OM&R Salem Fork & Polk Creek: Jim Roy reported that the hay bales on Polk Creek #9 have been removed from the auxillary spillway. The pasture is very short on Dams #9, #6, and #1 (Chip Jordan) so we need to address the overgrazing on these dams.

Coffindaffer moved to send letters to the 3 landowners concerning overgrazing and the grass height. McClain seconded. Motion carried. Jared will help with the wording of the letter. The Salem dams look good even with the high water. Ed Martin will mention a 5 year plan when he comes to the next board meeting.

Century Farms: The Bramer's Century Farm application was reviewed by Hannah, and was found to be lacking criteria for the award. The book was returned to them to resubmit next year.

New Business

Watershed Dam Meetings: The Salem Fork meeting is scheduled for April 2 at 6:30 p.m. at the Salem City Bldg. The Polk Creek meeting is scheduled for April 9 at 6:30 p.m. at the Pricetown VFD. A public notice of the meetings will be published. Letters will be sent out to Patsy Trecoast and the other members of the Harrison Co. Commission, Delbert Shriver DEP, all other applicable agencies and landowners. **Hannah moved to have the public meetings for Polk Creek and Sale Fork. Coffindaffer seconded. Motion carried.** The Watershed Committee will have a planning meeting on March 1 at 11:00 a.m. following the AgEP meeting to discuss specifics.

Grazing Conference 2019: Foster stated that an invoice will be sent to the District after registration. A letter was read asking for help to set up the day before. **Foster moved to increase the number sponsored to the Appalachian Grazing Conference from 3 Cooperators per county to 4 Cooperators per county. Coffindaffer seconded. Motion carried.**

WVCA Rental Agreement: Foster moved to approve the office rental agreement. **Coffindaffer seconded. Motion carried.**

Promotional items: Foster moved to appropriate \$300 for promotional items. **Coffindaffer seconded. Motion carried.**

District Personnel Plan: Sponaule moved to fund \$5,000 for the summer intern position and \$12,000 for the office assistant position as listed in the District Personnel Plan. **McClain seconded. Motion carried.**

Correspondence: There is no correspondence today.

Funding Requests: Junior Conservation Camp. Collins moved to send a check to the DEP to sponsor 2 students per county to attend Junior Conservation Camp. Foster seconded. Motion carried.

Letters of Request: CD Employee OND 18 totaling \$4,275.71. Hannah/ Foster. Motion carried.

SPRP/EWP Project: None. Jeremy said that EWP is still on hold pending passage of the budget. More information will be forthcoming.

Board Member & Associate Supervisor Reports:

Collins reported on attending the monthly conference calls with Davin White. Supervisor travel and per diem rates will potentially increase in the future.

Carlin stated that the Education Committee decided to contact the teachers earlier in the school year to give them time to plan their activities.

Foster reported that the scholarship has been raised to \$1,000. He said that Ronnie Helmondollar from Extension has agreed to train our summer intern on soil sampling for one day. The Board would like to include training on forage sampling. The conservation committee has the date listed wrong for the grassland evaluation contest. It is April 12 instead of in May.

Dinah reported that the ^{↑ USDA FOREST SERVICE} is partnering to offer high school and college age students a 3 week youth conservation corps opportunity.

Coffindaffer requested permission to unclutter the District outbuilding. Chairman granted permission. He also reported that every high school in Harrison County now has an FFA chapter. It is the first time in many years.

NRCS: Zomarys reported Gilmer Co. will have a regional land judging contest on May 22. They are considering several farms to host the event. She is requesting the District to sponsor the food and porto-potties. It will be put on next month's agenda with NRCS to provide how much money they are requesting. The trails and walkways conservation plan is complete and they will schedule a date to take a picture. More information will be forthcoming. Jared said they have been doing contract reviews and people are turning in their practice paperwork.

FSA: No one present to report

WVU Extension: Bruce reported that the small farm conference in Charleston will be February 15-16. There will be a dinner meeting on March 10 at 6:30 p.m. at West Milford on effective climate change of agriculture in WV featuring Jason Hubert. The breeding soundness clinic for bulls on March 14 at Jacksons Mill. Beef quality assurance

certification is going to be required in the future. The national has an online certification program. Extension is planning to do some location certifications around the state.

Forestry: They are continuing to work with harvest and management plans, working with NRCS, doing logging complaints due to the rain, conducting fire trainings, and working on the 6th grade field day. The maple syrup day has been cancelled due to wet weather. They are continuing to get started in syrup production in Gilmer Co. They are still planning a field day in spring to promote NRCS practices in Gilmer Co area.

WVCA Report:

Caleb will be attending the Gilmer Co. extended grazing course in March and several other trainings.

Jeremy reported that it is time to make sure our engineering expression of interest is up to date. Time to start looking at farm tour judging. Ag day at capital went well with new displays. There was a small breakfast crowd due to weather. Jeremy reported with a paper report. (see attached.)

WFCD Report: Cheryl's topics have already been covered

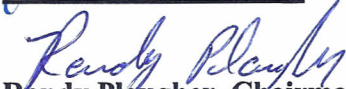
Conservation Agreements: none present today.

Set Date of Next Meeting: The next meeting will be held on March 13th, 2019 at 9 a.m. at the USDA Service Center, Mount Clare, WV.

Respectfully submitted,



Jane Collins, Secretary



Randy Plaugher, Chairman

Minutes Recorded by Cheryl Carlin, Office Assistant, West Fork CD
The Board Adjourned at 12:08 p.m.

2/13/19

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March 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.

District Personnel Plan

District Personnel Plans are due to the SCC by **March 1**. Failure to meet the deadline may cause a delay in approving the District's personnel plan and the release of state funds for those positions.

Conservation District Operation (CDO) Grant Funds

Districts are asked to prepare your CDO budget report for FY20. The budget is to be submitted to Fiscal Services and your Area Director by March 1, so it can be presented to SCC in April.

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.

Conservation Farm Tour

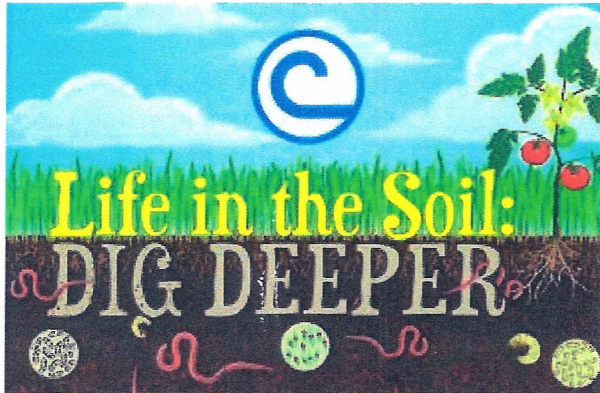
It is time for districts to be thinking about the conservation farm families to be awarded. CDs should have their district farm selection to their Area Directors by May 31.

Timelines:

- **May 31** - County and District judging.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

WVACD Educational Programs and Contest Information

Information for the photo and poster contests can be found on the WVCA webpage under WVACD Contests tab.



Life in the Soil: Dig Deeper is the 2019 theme for the poster contest.

WV Conservation District News: *New section for district updates*

We are adding this section to our report for districts to have the opportunity to share news, events or any other information they wish to share with each other. If your CD has anything they wish to add to the report, please make sure that it is shared with your Area Director.

2019 WVACD Quarterly Meeting Dates/Locations:

April 22 & 23	Pipestem State Park
July 15 & 16	Highlands Event Center, Triadelphia
October 21 & 22	Flatwoods

The Spring Quarterly Meeting of the WVACD will be held April 22-23 at Pipestem State Park. To make your room reservations call (833)987-2757. The room rate has been set at \$93.00 plus tax. The deadline for room reservations is March 22, 2019.

AGEP:

- **March 18, 2019** - State AgEP committee to meet and review proposed changes for FY 20
- **April 2019** - Presentation of FY 19 AgEP to SCC
- **June 15, 2019** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2019** - Start of FY 20 program
- **July 31, 2019** - CDs submit annual progress report (per legislative rule)

The state AgEP committee will meet March 18 at 10:00 a.m. in the Elk Conservation District conference room. If you would like to use videoconference, please contact Jennifer Skaggs to set it up. The focus of the meeting will be to review proposed changes for the FY20 program.

West Virginia Legislative Calendar

March 19, 2019 - Last day of session

JB 655: Has passed the Senate and moved to the House

The purpose of this bill is to clarify that the State Conservation Committee may operate and administer a conservation grant program providing financial assistance to conservation districts and others to promote approved conservation practices.

Upcoming Dates of State Wide Activities

April 17 & 18	WV Envirothon Competition, Canaan Valley
April 22 & 23	WVACD Quarterly Meeting, Pipestem State Park

Agricultural Day at the Capitol

The WVCA has formed an Agricultural Conservation Day committee to start the planning of next year's program. If you have suggestions, please provide them to your Area Director.

O&M Sponsor letters

Brian is in the midst of meeting with all current O&M sponsors to review and renew O&M agreements that comply with Attorney General's opinion. When meeting dates are set, Belinda will send a note to DMs notifying them of the time and location of the local district meeting. Supervisors are encouraged to attend these meetings.

SSRP Program

SSRP (Streambank Stabilization and Restoration Program) is on hold pending passage of the budget and outcome of discussions with the National Guard relating to flood mitigation projects.