

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 8th, 2017**

MINUTES

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Wednesday, November 8th, 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.

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|-----------------------------|-----------------------------|------------------------|
| Supervisors Present: | William Coffindaffer | Jane Collins |
| | | Steve Hannah |
| | Phil Osborne | Larry Sponaugle |
| | Randy Plaughter | Bill McClain |

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|------------------------|--|
| Others Present: | Belva Junkins, WFCD |
| | Jennifer Skaggs, WVCA |
| | Caleb Smith, WVCA |
| | Russell Young, WVCA |
| | Tom Wilsoncroft, NRCS |
| | Rebecca Flannagan, NRCS |
| | Jim Roy, WVCA |
| | Rudy Williams, WV Division of Forestry |
| | Robin Ward, WVCA |
| | Jeff Griffith, NRCS |
| | Cheryl Carlin, WFCD |
| | Jeremy Salyer, WVCA |
| | Dan Cooley, WV Division of Forestry |
| | Jon Wilson, WV Division of Forestry |
| | David Gardner, FSA Lewis County Office |
| | Chuck Copeland, WV Division of Forestry |
| | Dinah Hannah, WFCD |

Welcome and Introductions: Coffindaffer introduced Rudy Williams, and his report is in the WV Division of Forestry section.

Agenda Approval: With no additions or corrections to today's agenda. Declared approved.

Minutes: With no corrections or additions, the October 3rd, 2017 minutes will stand approved as mailed. Plaughter/McClain. Motion carried.

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

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

Financial reports will be filled for audit.

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

| | | |
|----------------------|-----------|----------------------------|
| Randy Plaugher | \$ 669.12 | |
| Rebecca Jane Collins | \$ 627.39 | |
| William Coffindaffer | \$ 352.29 | |
| William McClain | \$ 245.28 | |
| Philip Osborne | \$46.32 | |
| Larry Sponaugle | \$ 438.81 | |
| James Foster | \$710.51 | |
| Richard Steve Hannah | \$ 174.15 | Totaling \$3,263.87 |

Total gross spent to date: \$10,214.25

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

Approval of Invoices and Payments: none present today.

Unfinished Business:

Ag Enhancement Program: Jennifer Skaggs and Russell Young are present today to present a power point on AgEP.

Caleb passed out the AgEP payment report. *(See attached list)*

Plaugher moved to make payments as presented totaling \$18,593.87. Motion seconded by McClain. Motion carried.

OM&R Salem Fork & Polk Creek: Jim Roy reported Salem Fork site #9 was visited by himself and the City of Salem, and they are going to start removing debris today. The estimated cost of removal is \$400.00. Jim is working on completing and getting the draft cost share agreement between the District and the City of Salem accepted. Jim wanted to check with the Board if it was alright to continue with the City of Salem to do the minor work needed. The Polk Creek site #13 riser is in bad need of cleaning. Polk Creek site #7 and #8 have debris and trees in the outlet channel that need removed. Also, site #8 is in desperate need of mowing again, as Jim cannot inspect the dam with the vegetation being so high. Jim would like to get an estimate from TVCD to do the work. **Sponaugle moved**

West Fork Conservation District

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to approve Jim Roy to get a not to exceed estimate from TVCD of \$2,500.00 to do the work on Polk Creek, and give Bill Coffindaffer the authority to sign off on the project. Motion seconded by McClain. Motion carried.

Coffindaffer reported on a letter from Brian Farkas requesting a CREP transfer of \$1,000.00 to the Potomac Valley CD. **Hannah moved to accept the letter, and transfer the \$1,000.00 to PVCD. Motion seconded by Plaughner. Motion carried.**

Lewis County Commission Meeting: no new report.

District Banquet: The Board thanked Bill McClain, and the Vandalia ladies for their generous hospitality and the wonderful meal they provided. They thought the banquet was wonderful.

Board Recessed at 10:21 a.m
Board Back to Session 10:35 a.m.

New Business

Payment to Landowner Mowing Dams: Letters were not sent out this year informing the landowners of payment for mowing the dams. Robin is wondering if there should be a system in place to pay the landowners. **Collins moved to have a letter sent to the landowners mid-October to early November requesting a W-9 to be able to make payment in the amount of \$300.00 for mowing the dams. Motion seconded by McClain. Motion carried.**

Committees to Review Policy Manual and Employee Manual: Coffindaffer appointed Dinah Hannah, Jane Collins, Randy Plaughner and Belva Junkins to review the Policy Manual and Employee Manual. The committee would inform Robin or Cheryl of when they decided to meet, and have their report available for the next Board meeting.

POW Review: The Board reviewed the POW. New comments would be added to the POW, and a new copy would be prepared for the next Board meeting. The next review will be during the January Board meeting.

Correspondence:

Envirothon Minutes- October
WV Annual Bulletin
NRCS Local Workgroup Letter
Thank you from DEP
Thank you WVU Extension & Terri Stutler

Funding Requests: none present today.

Letters of Request: One LOR is present today for the FY17 Audit for \$2,800.00.
Osborne/Collins. Motion carried.

SPRP/EWP Project: no new report. Jeremy informed Hannah that his concerns with the new SSRP agreement have been addressed with Brian and he is aware of them.

Board Member & Associate Supervisor Reports:

Dinah reported she attended the CEC meeting in Flatwoods. Alan Miller is still concerned about the attendance at Conservation Camp. There is a new director of the Junior Conservation Camp. The new director of the Junior Camp is planning to attend our meeting in March 2018.

Steve Hannah reported on his attendance to the quarterly meeting. The Century Farm program will be changed next year to encompass 150 and 200-year-old farms. The WVACD is pushing hard to all Supervisors to attend Ag Day at the Capitol on February 7th, 2018, and for Supervisors to talk to their legislators and invite them to the breakfast.

Jane reported on being encouraged to push for attendance to the Conservation Camp. She urged the Board to think the same way and think hard about getting a student to attend this year.

Bill Coffindaffer reported on the Harrison County Farmland Preservation Board possibly getting some funding.

NRCS: Rebecca reported on behalf of Jeff's absence. *(See attached report)*. Richard Law is volunteering with the NRCS one day a week. Applications are moving forward with the Local Work Group programs. Tom Wilsoncroft will be taking a new position with the NRCS in Whitehall, WV, and his start date is November 27th, 2017.

FSA: David Gardner reported he is originally from Pocahontas County, and this is a position a little closer to home than the northern panhandle. He looks forward to working with our District, and enjoyed attending the annual banquet. County Committee elections are coming up, and acreage reports are due by November 15th, 2017. LIP program is still in effect for livestock losses. NAP program and honey bee signups are due by November 20th, 2017. They are still waiting for a state director.

WVU Extension: No one present to report.

Forestry: Rudy Williams reported the DOF is going through reorganization. Hoping to move toward a Forester for every county, but do not have the funding for it. The DOF laid off 39 employees and brought back 12 of those employees. Rudy plans to send a list of the reorganization when everything gets finalized. They have a new director, Mr. Berry Cook. Plaugher questioned the logging issue on Dark Hollow and who was the point of contact for that problem since they have reorganized. Rudy didn't have an answer for Plaugher, but would look into that issue and report back later.

WVCA Report: Jeremy reported that the next State Committee Meeting will be on January 9th, 2018. The Agency will not be taking any mid-year budget cuts.

Robin reported on her and Cheryl's attendance to the State Auditor training held at the Best Western in Bridgeport, WV. The Division of Forestry is offering a poster contest to 4th and 5th grade students, and wondered if this contest could shed some light onto our old poster contest and for the education committee to decide if it would work. A letter has been received from Tim Vanreenan regarding a chance to create a grant proposal for funding conservation education programs.

Caleb had nothing more to report.

WFCD Report: Cheryl reported that she plans to call about our newsletter submission. Need to set up an Education Committee meeting. The committee will meet on November 15th, 2017 at 11a.m., after the Policy manual and Employee manual committee meet at 10a.m. Cheryl reported on receiving a brochure outlining training opportunities for the inhouse Quickbooks® program. **Osborne moved to pay for Cheryl and Robin to attend an online Quickbooks training course at the office. Motion seconded by Plaugher. Motion carried.**

Conservation Agreements: There are two agreements present today for approval.


Randall Burke, Lewis County, 92 acres

Timothy G. Burkholder, Harrison County, 45.5 acres

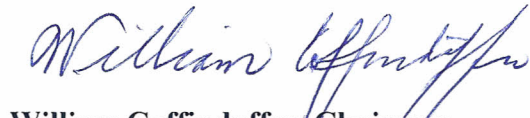
Plaugher/Sponaugle. Motion carried to approve Conservation Agreement.

Set Date of Next Meeting: The next meeting will be held December 13th, 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 11:49 a.m.

Deposited
11-8-17
Kew

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

Travel and Per Diem - Treasurer Approval for Payment

| Name | Travel | Per Diem | Total |
|-------------------|---------|----------|---------|
| Phil Osbourne | 16.32 | 30.00 | 46.32 |
| Bill Coffindaffer | 142.29 | 210.00 | 352.29 |
| Larry Sponaugle | 198.81 | 240.00 | 438.81 |
| Bill McClain | 65.28 | 180.00 | 245.28 |
| Jane Collins | 267.39 | 360.00 | 627.39 |
| Steve Hannah | 84.15 | 90.00 | 174.15 |
| Jim Foster | 350.51 | 360.00 | 710.51 |
| Randy Plaugher | 279.12 | 390.00 | 669.12 |
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| Total | 1403.87 | 1860.00 | 3263.87 |

WEST FORK CONSERVATION DISTRICT
87 OLLIE LANE SUITE 104
MT. CLARE, WV 26408

The Agricultural Enhancement committee met on November 8, 2017 at the monthly board meeting and approved the following payments.

| Name | Practice | Units | \$Paid | Check # |
|----------------|----------------|---------------|--------------------|---------|
| D. Ross | Lime | 83.99 Tons | \$1,679.80 | 1103 |
| R. Rice | Winter Grazing | 25 acres | \$500.00 | 1102 |
| M. Shiflet | Lime | 146.96 Tons | \$2,876.40 | 1105 |
| J. Smith | Lime | 81.92 Tons | \$1,527.60 | 1104 |
| R. Wilmoth | Lime | 71.21 Tons | \$1,364.27 | 1106 |
| W. Lowther | Lime | 119.37 Tons | \$2,560.00 | |
| W. Lowther | NM | 20 acres | \$600.00 | |
| J. Cumberledge | Lime | 33.88 Tons | \$677.60 | |
| T. Hoover | Lime | 105.67 Tons | \$2,113.40 | |
| R. L. Ellyson | Lime | 117.67 Tons | \$2,337.20 | |
| S. Haynes | Lime | 117.88 Tons | \$2,357.60 | |
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| | | Total: | \$18,593.87 | |
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William Gifford
Committee Chair

December Meeting Report – from Jeff Griffith

Staffing Notes:

- 1) Richard Law has signed up as a Volunteer and has agreed to assist NRCS approximately 1 day per week. He will be making farm visits and working with producers on stockpiling of forages, temporary fencing, and sizing paddocks and assisting in the development of rotational grazing systems.
- 2) Tom Wilsoncroft, Soil Conservation Technician in Weston has accepted a Soil Conservationist position with NRCS in Whitehall and will start in his new location on Monday, November 27th, 2017. Tom began his career as a WV DOF/NRCS partner forester in December 2008. In 2015, Tom was hired as a Soil Conservation Technician in the Weston Field Office. Tom will be truly missed by the West Fork Work Unit. His work contributions since he has been hired has been great. As I have told you before, Tom is a very valuable employee and team member. He works very well with producers, he is technically sound, his computer skills are excellent and he works very well with others. If you have a chance – please let Tom know what he has meant to the West Fork Conservation District.



November 2017 WVCA Report

WVSCC Meeting:

The next West Virginia State Conservation Committee meeting will be January 9th @ 10:30 a.m.

WVACD Fall Quarterly Meeting

The Fall WVACD Quarterly Meeting was held October 16 & 17.

WV Conservation Farm winners:

1st GVCD Little Brown Cow Dairy

2nd NPCD Family Roots

3rd PVCD Carr farm

Carrol Greene----Shirley Hyre-ECD

2018 Dates for the WVACD Quarterly Meetings

January 15 & 16 Flatwoods

April 9 & 10 Oglebay, Canaan or Pipestem

July 16 & 17 Tamarack

October 15 & 16 Flatwoods

AgEP:

Jennifer Skaggs/Russell Young will be scheduling meetings with each district to review trend analysis reports. These reports will provide information on your districts participation in AgEP and help for future planning efforts. Jennifer would like to start these meetings in November/December.

AgDay at the Capitol / Legislative Breakfast

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

WVCA Budget:

No word on the budget, but we are anticipating that things will stay as they are now.

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

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 if you haven't already. Please check your current agreement to make sure it is valid.

SSRP Program

Draft was 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 complete and the reports are being reviewed by NRCS.
- 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 comment period closed and the Corp is reviewing the comments that were received.

EWP July 2017

- WVCA worked on debris cleanup in Upper Ohio, Monongahela and the Northern Panhandle Conservation Districts.
- WVCA utilized the purchased pit burner to dispose of the woody debris.
- 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
- Short Creek and Middle Grave Creek (NPCD) – monitoring was complete in October, this is 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
 - WVCA continues to work on the permits and mitigation plan. Construction is slated for 2017/2018.
 - WVCA/NRCS/GF are working with the contractor to review submittals and complete the construction schedule.
- 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.