

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
January 10, 2018**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the January Board of Supervisors meeting to order on Wednesday, January 10, 2018 at 9:01 a.m. at the Mount Clare USDA Service Center Mount Clare, WV. The Pledge of Allegiance followed the call to order.

<b>Supervisors Present:</b>	<b>William Coffindaffer</b>	<b>Jane Collins</b>
	<b>Jim Foster</b>	<b>Steve Hannah</b>
	<b>Phil Osborne</b>	<b>Larry Sponaugle</b>
	<b>Randy Plaughter</b>	<b>Bill McClain</b>

<b>Others Present:</b>	<b>Belva Junkins, WFCD</b>
	<b>Caleb Smith, WVCA</b>
	<b>Jim Roy, WVCA</b>
	<b>Robin Ward, WVCA</b>
	<b>Jeff Griffith, NRCS</b>
	<b>Cheryl Carlin, WFCD</b>
	<b>Dinah Hannah, WFCD</b>
	<b>Richard Law, NRCS Earthwork Volunteer</b>

**Welcome and Introductions:**

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

**Minutes:** With no corrections or additions, the December 13<sup>th</sup>, 2017 minutes will stand approved as mailed.

**Financial Report:** The financial reports for December are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for December 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 December is present today for the Board's approval. **Financial reports will be filled for audit. Foster/Sponaugle. Motion carried.**

**Supervisor Per Diem and Travel:** Treasurer Randy Plaughner reported on the following Supervisor's Per Diem and Travel expenses for the month of November:

Randy Plaughner	\$ 565.34	
Rebecca Jane Collins	\$ 482.58	
William Coffindaffer	\$ 243.84	
William McClain	\$ 179.16	
Philip Osborne	\$92.64	
Larry Sponaule	\$252.00	
James Foster	\$NA	
Richard Steve Hannah	\$ 73.26	<b>Totaling \$1,888.82</b>

**Total gross spent to date:** \$16,372.54

**Plaughner moved to approve Supervisor's November Per Diem and Travel as presented. Motion seconded by Collins. Motion carried.**

**Approval of Invoices and Payments:** none at this time

**Unfinished Business:**

**Ag Enhancement Program:** Foster reported on the extended approvals for FY18 practices. (see attached list) totaling \$22,904.45. Came out of committee does not require a second.

Caleb reported on Mr. Spiker's water development project. When he signed up the original approval was for a well development and drilling the well for \$1,500.00. Caleb had a phone conversation with him, and he wanted to switch from a well development to a pipeline and trough. Caleb made the mistake of okaying the change without notifying the Board. An additional \$589.80 is owed to him for his project. **Foster moved to modify the contract and pay the additional \$589.80 to Mr. Spiker. Motion seconded by Osborne. Motion carried.**

Mr. Hawkins called asking about Mr. White's fence approval. He wondered if weather would be bad, there would be possible extensions for the practice. The Board had no decision at this time, and didn't see a need for an extension at this time. They will handle extensions if the need arises in the future.

Caleb reported on the payment of Mr. Suan's water development for \$1,200.00. **Plaughner/ McClain. Motion carried. Approve payment.**

Coffindaffer would like for Caleb to be present at the next State AgEP committee meeting.

**OM&R Salem Fork & Polk Creek:** Roy reported that Dam Safety was with him in reviewing Salem Fork sites 11, 11a, and 13. Trees need to be cut, and rust on a riser on

dam site #13 needs an NRCS engineer to inspect it. They are planning to go out and review the dam on February 12<sup>th</sup>, 2018.

Roy reported that he had made a mistake with the landowner situation and approval of the waterline on Polk Creek site 13. Roy received information after the minutes from last meeting were distributed. He handed out paperwork to the supervisors that was presented to him by Brian. Anything with any easement needs to be approved by the NRCS, Dam Safety, and WVCA. He apologizes for the mistake he made. He does not know if the waterline has been installed yet. He will take the check list to the landowner and see what they need to do to get permission. The Board would like to know where Brian got the paper that was presented to them today.

**Lewis County Commission Meeting:** no new report. Hannah suggested that this be taken off the agenda.

### **New Business**

**Cooperator Agreement Database:** Robin and Cheryl have been working on digitalizing the cooperator files. They are wondering what to do with the old files. The Board suggested that they make two separate lists. A mailing list for cooperators going back to 5 years, and a long running list with all cooperators keeping all files. The Board talked about possibly having a meeting in the future with NRCS, Extension, and themselves to weed out and up-date the files.

**POW Review:** The Board reviewed the plan of work, and made adjustments to the comments section. Cheryl would make an updated copy and keep it on file for the next review.

**Recess 10:06a.m.**  
**Back to session 10:18 a.m.**

**Correspondence:**  
Check list Youth Conservation Grant WVACD  
Junior Conservation Camp Brochure and Application

**Funding Requests:** none at this time

**Letters of Request:** One LOR is present today for the CD Employee OND 17 for \$4,565.72. **Foster/McClain. Motion carried. Approve and send LOR.**

**SPRP/EWP Project:** Roy reported that they had looked at two sites that did not qualify.

**Board Member & Associate Supervisor Reports:** Dinah reported that she was happy to be here

Foster reported on the recent newsletter sent out with the two pictures of the EWP work completed. He would have liked to have seen information about the cost of the projects and how much money was spent in completing the projects.

Plaugher reported that Supervisors wanting to re-run have until January 28<sup>th</sup>, 2018 to file.

Collins reported the Wes Mon Ty meeting has been moved to January 23<sup>rd</sup>, 2018 at the Gilmer County Senior Center at 10a.m.

Coffindaffer reported on the Stockpiling field day. It was cold, but it was a very good field day. They had about 20 people, and he felt that it opened a lot of people's eyes when Mr. Law moved the fence for the cattle.

**NRCS:** Jeff reported the EQIP application deadline is this Friday. To date; Harrison County has 11 applications, Lewis County has 5 applications, Doddridge County has 6 applications, and Gilmer county has 8 applications. The field day was very cold, but had a lot of support from the Agency and District. He thanks the farmers for the use of their farms. Jeff has received a copy of the letter from Mr. VanReenan about the education grant. Jeff feels that our District would excel with this project, and would like to see our District participate.

**FSA:** no one present to report

**WVU Extension:** no one present to report

**Forestry:** paper report provided (*See Attached*)

**WVCA Report:** Caleb reported about attending a training in Morgantown. He attended a dinner meeting last night in Morgantown. The same dinner meeting is taking place in Weston tonight, and Caleb encourages the Board to attend if they could as it was a very informative meeting.

Jeremy provided a paper report. (*See Attached*)

Robin reported on receiving save the date cards for Ag Day at the Capitol, and encouraged the Board to pass them out to legislatures.

**WFCD Report:** Cheryl reported on receiving a resume from a retired individual that wants to work in the field of conservation. She is just telling the Board for their information, as the only position that we could offer would be the soil sampling position in the summer.

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

Bernard Wilson Jr., Harrison County, 60 acres

Melissa Adams, Harrison County, 9.5 acres

**Plaugher/Sponaugle. Motion carried to approve Conservation Agreement.**

**Set Date of Next Meeting:** The next meeting will be held February 14th, 2018 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 11:04 a.m.**

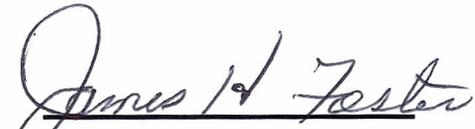




WEST FORK CONSERVATION DISTRICT  
 87 OLLIE LANE SUITE 104  
 MT. CLARE, WV 26408

The Agricultural Enhancement committee met on January 10, 2018 at the monthly board meeting and approved the following payments.

Name	Practice	Units	\$Paid	Check #
W. Suan	Water System	Spring	\$1,200.00	
		<b>Total:</b>	<b>\$1,200.00</b>	

  
 Committee Chair

**Region 3 Landowner Assistance Program Accomplishments for December 2017**

121 requests were received in Region 3. 109 of these requests were incidental covering a wide variety of topics such as logging complaints, Fire season, logging classes, etc.

**Cabwaylingo State Forest:**

A timber showing was held at the Wiley Branch sale, consisting of 80 acres.

**Camp Virgil Tate 4-H Camp (Kanawha County)**

Logging continues on this project.

**Capitol Conservation District: (Oxley)**

One logger/industry assist was made.

**Guyan Conservation District: (Six, Cook, Turnipseed)**

One reconnaissance was conducted to make recommendations.

**Little Kanawha Conservation District: (Copeland, Stephens, Jelich, Robinson, and Minton)**

Six practice plans were written consisting of 117 acres. 20 acres of TSI were marked. One insect and disease detection was made. Two acres were marked for wood fiber production. Two acres of trees were planted for timber production. Two acres of TSI was marked for wood fiber production and 37 acres for wildlife enhancement.

**Upper Ohio Conservation District: (Minton and Wilson)**

Nothing at this time.

**West Fork Conservation District (Wilson and Jelich)**

One practice plans was written covering 160 acres. One reconnaissance was conducted to make recommendations.

**Western Conservation District: (Six and Stephens)**

One insect and disease detection was made.

**Upcoming Events:**



## **January 2018 WVCA Report**

### **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 current.

### **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.

### **AGEP:**

- **January 31, 2018** - Deadline for CDs to submit program comments
- **February 2018** - Comments reviewed and forms revised
- **Late February 2018** - Revisions sent to CDs/staff for review
- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **Late March 2018** - State AgeEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgeEP to SCC
- **June 15, 2018** – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval)
- **July 1, 2018** - Start of FY 19 program
- **July 31, 2018** - CDs submit annual progress report (per legislative rule)

The AgeEP funding allocation formula will be looked at soon by the state AgeEP committee. If you have comments on what factors you would like to see utilized in the formula, please contact your district state AgeEP committee member or Jennifer Skaggs.

### **West Virginia Legislature – 2018 Legislative Calendar**

January 10, 2018 - First day of session

January 29, 2018 - Legislative Rule-Making Review bills due

February 13, 2018 - Last day to introduce bills in the House

February 19, 2018 - Last day to introduce bills in the Senate

February 25, 2018 - Bills due out of committees

February 28, 2018 - Last day to consider bill on third reading in house of origin

March 10, 2018 - Last day of session

### **Agricultural Day at the Capitol**

Agricultural Conservation Day will be February 7, 2018. Please make appointments to see your House and Senate representatives before going to Agricultural Conservation Day. There will also be a Legislative breakfast that morning, so contact your representatives to invite them to the breakfast.

### **Revised WVACD Quarterly Meeting Dates/Locations:**

January 16 & 17, 2018 Flatwoods Days Inn  
April 16 & 17, 2018 Oglebay, Canaan or Pipestem  
July 16 & 17, 2018 Tamarack  
October 15 & 16, 2018 Flatwoods Days Inn

### **State Conservation Committee Meeting Dates**

January 9, 2018  
April 10, 2018  
July 10, 2018  
October 9, 2018

### **WV Ethics Commission - Financial Disclosure Statement**

Completed Financial Disclosure Statements must be filed with the Ethics Commission by February 1, 2018.

### **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 at the next quarterly meeting.

#### EWP

- Regional permit renewal – The comment period closed and the Corp is reviewing the comments that were received.
- WVCA is working with FEMA for reimbursement for eligible expenses for the July 2017 event.

#### 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

#### 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 to begin in 2018.
  - WVCA/NRCS/GF are working with the contractor to 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.