

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
December 13th, 2017**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the December Board of Supervisors meeting to order on Wednesday, December 13th, 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**

**Phil Osborne  
Randy Plaugher**

**Jane Collins  
Steve Hannah  
Larry Sponaugle  
Bill McClain**

**Others Present:**

**Belva Junkins, WFCD  
Caleb Smith, WVCA  
Jim Roy, WVCA  
Robin Ward, WVCA  
Jeff Griffith, NRCS  
Cheryl Carlin, WFCD  
Jeremy Salyer, WVCA  
David Gardner, FSA Lewis County Office  
Dinah Hannah, WFCD  
Bruce Loyd, WVU Extension  
Richard Law, NRCS Earthwork Volunteer**

**Welcome and Introductions:** None present today. Coffindaffer reported he needs to attend the Harrison County Commission meeting this morning, and he will be turning the meeting over to Randy Plaugher at that time.

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

**Minutes:** With no corrections or additions, the November 8th, 2017 minutes will stand approved as mailed. Plaugher/ McClain. Motion carried.

**Financial Report:** The financial reports for November are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for November 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 November is present today for the Board's approval.

**Financial reports will be filled for audit. Hannah/McClain. 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 October:

Randy Plaugher	\$ 459.36	
Rebecca Jane Collins	\$ 983.14	
William Coffindaffer	\$ 605.12	
William McClain	\$ 89.58	
Philip Osborne	\$123.24	
Larry Sponaugle	\$ 692.54	
James Foster	\$965.41	
Richard Steve Hannah	\$ 351.08	<b><i>Totaling \$4269.47</i></b>

***Total gross spent to date: \$14,483.72***

**Plaugher moved to approve Supervisor's October Per Diem and Travel as presented. Motion seconded by Sponaugle. Motion carried.**

**Randy reported on the discrepancy found on Jim Foster's forms. Reimbursement is only for the Supervisor and not the spouse.**

**Approval of Invoices and Payments:** One invoice is present today from TVCD for the EWP work completed in Doddridge County for \$9,262.72. **Invoice approved for payment. Plaugher/ McClain. Motion carried.**

**Unfinished Business:**

**Ag Enhancement Program:**

Coffindaffer reported on the AgEP payment report. *(See attached list)*

**McClain moved to make payments as presented totaling \$14,704.52. Motion seconded by Hannah. Motion carried.**

Discussion was made on the future of the AgEP program for the spring. Jeremy reported that the Board can go back down the list of previous ranked applications and make additional approvals.

The AgEP committee will meet on December 15<sup>th</sup>, 2017 at 11 a.m. at the USDA Service Center. **Collins moved to give the authority to the AgEP committee to make additional approvals. Motion seconded by McClain. Motion carried.**

**Coffindaffer delegated Plaugher to Chair the remainder of the meeting.**



**OM&R Salem Fork & Polk Creek:** Roy reported on Salem Fork site 11a where the landowner is having facilitation issues on the dam. The Polk Creek dam site #13 landowner has put a request in to have a waterline put in for city water. Roy assured this will not harm the dam in any way and does not pose a threat. He is however, requesting the approval from the Board to give the landowner the green light to proceed. **Hannah moved to approve the request, but send a letter outlining stipulations as to what can and cannot be done. Motion seconded by Sponaugle. Motion carried.**

**Lewis County Commission Meeting:** no new report.

### **New Business**

**Policy Manual and Employee Manual Committee Report:** The Board reviewed the changes to the documents outlined in the committee minutes provided by Cheryl. **Sponaugle moved to accept the changes presented by the committee for the Policy Manual and Employee Manual. Motion seconded by Osborne. Motion carried. Robin and Cheryl will provide new copies for the Board at the January meeting.**

**Audit Bids:** Coffindaffer passed out the bids and they were opened accordingly. Collins reported on Suttle and Stalnaker's bid for \$5,000.00 a year for the next three years. Hannah reported on Lisa K. Thornburg's CPA bid for \$3,200.00 a year for the next three years. Tetrick and Bartlett had submitted the wrong information. **Sponaugle moved to accept and award the audit bid to Lisa K. Thornburg CPA pending a qualification check. Motion seconded by Plaughter. Motion carried.** Hannah and Coffindaffer would review the contract.

**Application for RC&D Funding:** Collins reported on the grant application presented today for RC&D. The applications need to be submitted to Sigrid Teets by January 17, 2018 for FY19 funding. Interested Supervisors can look for opportunities in their counties to use this grant application.

### **Correspondence:**

FERC Issues Certificate for Supply Header Project

**Funding Requests:** WV Watershed Network is requesting \$100.00 for their event in Fall 2018. **Sponaugle moved to approve and send \$100.00 to the awards council. Motion seconded by McClain. Motion carried.**

WV Small Farms Conference sponsorship is present today, and no action was made on the proposal.

**Letters of Request:** None present today.

**SPRP/EWP Project:** None present today.

**Board Member & Associate Supervisor Reports:** Dinah reported her and Steve visited Foster in the hospital.

Collins reported John Sencindiver had cancer and recently had surgery at the Cleveland Clinic. He will not be attending anything for the month of December.

**Board recess at 10:03 a.m.**

**Board back to session 10:12 a.m.**

**NRCS:** Jeff reported he has been busy ranking. Richard Law has been volunteering and helping Jeff. Rex is done working for the year. There is a vacancy announcement at the Weston Field Office. See Jeff for more information on the open position. Jeff is requesting funds for three different projects.

1. Jeff has been working with a cooperator in Lost Creek that is concerned about the quality of his forage with the stockpiling program. Jeff would like to do continuous forage sampling to show that the cooperator has nothing to worry about. The cooperator has agreed to do the sampling. Jeff is wondering if the District would be willing to pay for the forage sampling 100%. The Board took no action.
2. Richard and Jeff have been talking about holding a stockpiling educational program on January 6<sup>th</sup>, 2018. They will be touring two farms; Richard's and another cooperator in West Milford. Approximate start time is 10a.m. Jeff is requesting sponsorship funds from the District for the event. He also needs help from the District staff in coordinating refreshments. **Hannah moved to co-sponsor up to \$100.00 and not to exceed \$100.00 for the event. Motion seconded by McClain. Motion carried.**
3. Jeff has recently sent a request of \$1,000.00 into his state office for funding of fence materials needed in the field. Jeff expresses that they have a need for step in posts and spools of wire. He would like to have a long-term commitment to have some materials on hand that Richard could have in the field to use. Jeff is asking the Board for \$1,000.00- \$1,200.00 to fund the fencing materials. The Board took no action.

The NRCS office at Mount Clare will likely be closed from December 26<sup>th</sup>, 2017-January 2<sup>nd</sup>, 2018 for staff vacation.

Richard reported that he has visited 6 farms, and has helped with stockpiling. He has seen a lot of opportunities.

**FSA:** Dave reported on the County Committee elections. Denver Turner has been added to the committee to serve Lewis County. He will be on the committee for 3 years. The LIP program is still in effect, and cooperators can take advantage of that program if they have losses due to severe weather. They still do not have a state director.

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**West Fork Conservation District**

**December 13th, 2017 Board of Supervisors Meeting**

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**WVU Extension:** Bruce reported on the up-coming dinner meetings;  
January 10<sup>th</sup>, 2018- Jackson's Mill- Fencing-6:30 p.m.  
February 7<sup>th</sup>, 2018- Jackson's Mill- Zoetis Beef Cattle Health Management- 6:30 p.m.  
March 7<sup>th</sup>, 2018- West Milford Community Building- Grazing- 6:30 p.m.  
February 21<sup>st</sup>, 2018- Doddridge County- Dr. Matlick Beef Cattle Health Management

Extension has been told that they have a balanced budget. However, vacancies are not being filled. The Harrison County Extension Agent position is still on the table as to whether it will be filled or not. Bruce stressed that if Extension had the money, these vacancies would be filled. **Hannah moved for the Chairman of the West Fork Conservation District to write a letter to the director of extension along with Phil Osborne, and express the importance of extension agents to this community. Motion seconded by McClain. Motion carried.**

**Forestry:** No one present to report.

**WVCA Report:** Jeremy provided a paper report (*See Attached*)

Robin reported on the Quickbooks training that they had. It was very informative, and beneficial for the office. Some parts were lengthy, but all together was a very good program.

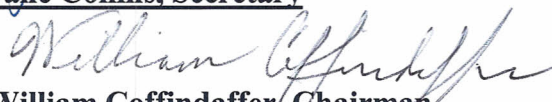
**WFCD Report:** Cheryl reported on working on the District cooperator database. She had recently attended a Lions Club meeting to present the WVCA presentation. She thought it was a great idea, and would welcome more opportunities to present to other organizations.

**Conservation Agreements:** There is one agreement present today for approval.  
Claude J. Ryan III, 90 acres, Harrison County  
**Sponaugle/ McClain. Motion carried to approve Conservation Agreement.**

**Set Date of Next Meeting:** The next meeting will be held January 10<sup>th</sup>, 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 11:45 a.m.

Oct. 2017

# 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
Ph. I Osbourne	63.24	60.00	123.24
Steve Hannah	231.08	120.00	351.08
Jane Collins	563.14	420.00	983.14
Larry Spangler	392.54	300.00	692.54
Bill Coffindaffer	335.12	270.00	605.12
Bill McClain	29.58	60.00	89.58
Jim Foster	635.41	330.00	965.41
Randy Plaugher	189.36	270.00	459.36
Totals	2439.47	1830.00	4269.47

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

The Agricultural Enhancement committee met on December 13, 2017 at the monthly board meeting and approved the following payments.

Name	Practice	Units	\$Paid	Check #
R. Hern	Winter Grazing	16.5 acres	\$330.00	
T. Hawkins	Winter Grazing	49.9 acres	\$998.00	
F. Muscar	Lime	130.62 tons	\$2,612.40	
M. Shiflet	Winter Grazing	35.34 acres	\$569.06	
R. Plaughner	Winter Grazing	28.7 acres	\$574.00	
E. Law Jr.	Winter Grazing	43.3 acres	\$827.75	
D. Sabatelli	Winter Grazing	13.1 acres	\$262.00	
J. Spiker	Winter Grazing	50 acres	\$920.71	
W. White	Winter Grazing	16 acres	\$320.00	
I. Pritt	Winter Grazing	17 acres	\$340.00	
J. Spiker	Water System	Pipe/Trough	\$1,000.00	
S. Haynes	Lime	117.88 tons	\$2,357.60	
A.M. Ward	Nut. Mgmt.	20 acres	\$600.00	
R. Flanagan	Nut. Mgmt.	17.63 acres	\$528.90	
M. Zinn	Lime	114.7 tons	\$2,290.00	
A.C. Ward	Nut. Mgmt.	15.19 acres	\$455.70	
B. S. Stout	Nut. Mgmt.	20 acres	\$600.00	
D. Romine	Winter Grazing	19.9 acres	\$398.00	
J. Sperry	Lime	42.15 tons	\$843.00	
		<b>Total:</b>	<b>\$14,704.52</b>	

  
Committee Chair



Conservation Specialist Report

**AgEP** – The time frame for the lime and nutrient management practices has ended. Winter Grazing participants have all began grazing on their stockpiled forages. The deadline for fence and water systems is March 2, 2018. See the table below for a breakdown of what was approved, completed, and yet to be completed.

**FY18 AgEP Projection Completion**

	# Approved	\$ Approved	# Completed	\$ Completed
Lime	25	\$ 46,629.00		\$ 32,752.22
Nutrient Management	17	\$ 9,529.20		\$ 8,064.60
Pasture Divison Fence	5	\$ 13,280.00		\$ -
Water Exc. Fence	3	\$ 5,064.00		\$ 2,160.00
Woodland Exc. Fence	2	\$ 6,240.00		\$ -
Water System	7	\$ 9,900.00		\$ -
Winter Grazing	13	\$ 6,728.00		\$ 6,274.52
<b>Total</b>	<b>72.00</b>	<b>\$ 97,370.20</b>		<b>\$ 49,251.34</b>

	Not Completed (or Cancelled)	Yet to be Completed
Lime	\$ 13,876.78	\$ -
Nutrient Management	\$ 1,464.60	\$ -
Pasture Divison Fence	\$ -	\$ 13,280.00
Water Exc. Fence	\$ -	\$ 2,904.00
Woodland Exc. Fence	\$ -	\$ 6,240.00
Water System	\$ -	\$ 9,900.00
Winter Grazing	\$ 453.48	\$ -
	<b>\$ 15,794.86</b>	<b>\$ 32,324.00</b>

\*\*IF all applications are completed, we will have put \$81,575.34 in to the Ag Enhancement Program this year.

**Trainings** – I am currently attending a Nutrient Management Workshop in Ripley, WV 12/11 - 12/12.

**Other**- The Conservation Technician in Whitehall has taken a new position with the NRCS in Spencer. For the time being, I am covering the Monongahela Conservation Districts' Ag Enhancement Program.

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

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



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Caleb Smith  
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## **December 2017 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 AgEP committee to meet and review proposed changes for FY 19 and establish allocation formula
- **April 2018** - Presentation of FY 18 AgEP 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 AgEP funding allocation formula will be looked at soon by the state AgEP committee. If you have comments on what factors you would like to see utilized in the formula, please contact your district state AgEP committee member or Jennifer Skaggs.

### **West Virginia Legislature – 2017 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

### **SSRP Program**

A draft was presented to SCC in October. No action will be taken by SCC until the January 9, 2018 meeting. 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 at the next quarterly meeting.

#### **EWP**

- 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.
- 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
- 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.