

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
February 14th, 2018**

MINUTES

With a quorum being present, Chairman Coffindaffer called the February Board of Supervisors meeting to order on Wednesday, February 14th, 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.

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

Others Present:	Bruce Loyd, WVU Extension
	Belva Junkins, WFCD
	Jim Roy, WVCA
	Robin Ward, WVCA
	Jeff Griffith, NRCS
	Cheryl Carlin, WFCD
	Dinah Hannah, WFCD
	Richard Law, NRCS Earthwork Volunteer
	Zomarys Domeng, NRCS
	Rebecca Flanagan, NRCS
	Joel Barnosky, FSA
	David Gardner, FSA

Welcome and Introductions: Coffindaffer awarded Foster an award for 30 years of service to the WFCD. Also, a moment of silence was observed for the passing of Roger Nestor.

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

Minutes: With no corrections or additions, the January 10th, 2018 minutes will stand approved as mailed. Plaughter/Sponaugle.

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

Financial reports will be filed 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 December:

Randy Plaugher	\$ 330.60
Rebecca Jane Collins	\$ 376.32
William Coffindaffer	\$ 240.78
William McClain	\$ 179.16
Philip Osborne	\$92.64
Larry Sponaule	\$126.00
James Foster	\$ NA
Richard Steve Hannah	\$ Totaling \$1,345.50

Total gross spent to date: \$17,718.04

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

Approval of Invoices and Payments: none at this time

Unfinished Business:

Ag Enhancement Program: Jeremy reported on the State AgEP meeting. Funding allocations will be the same as last year, and the Agency will be able to tell the District how much they will be getting for the FY19 AgEP program, before the end of FY18. There is an AgEP staff meeting today, and is why Caleb is not present today.

OM&R Salem Fork & Polk Creek: Jeremy advised the Board that Brian still does not have the opinion from the Attorney General's office concerning the Polk Creek Dams support from the Lewis County Commission, and to not act on anything until we hear back from Brian. O&M inspection tour dates are set as follows:

Salem Fork- April 2nd, and 3rd, 2018- Meet at the Go-Mart on RT23@ 8a.m.

Polk Creek- April 10th, and 11th, 2018- Meet at the Pricetown Fire Dept.@ 8a.m.

Jeff recently had an inspection completed on Salem Fork 11a.

New Business

District Personnel Plan: The Personnel Plan is the same for this year as it was for last year. \$12,000.00 for the office assistant's position, and \$5,000.00 for the soil technician

West Fork Conservation District

February 14th, 2018 Board of Supervisors Meeting

Page 2

position. The personnel plan goes on to be approved by the State Committee.
Foster/Collins. Motion carried. Approve the personnel plan.

IT: Jeremy reported on behalf of JB from the Agency. IT has researched a better way to get faster service and connections with all internet providers with the Districts. However, in order to do this, Districts would have to pay an additional \$10.00 charge on to their internet bill. **Foster moved to approve the change and increase the internet bill by \$10.00. Motion seconded by McClain. Motion carried.**

Promotional Items & T-Shirts: This year is the year for the WFCD to host the Forestry Contest, and we currently do not have T-shirts for the event. Also, we are low on promotional items for the next fiscal year. **McClain moved to spend up to \$600.00 for promotional items. Motion seconded by Plaugher.** Discussion was made on the motion \$600.00 may not be enough for T-shirts, and promotional items. **Foster moved to amend the motion and spend up to \$1,000.00 for promotional items. Motion seconded by Plaugher. Motion carried.** Coffindaffer assembled Collins, Junkins, Dinah Hannah, Robin and Cheryl to work together to order promotional items.

Recess 9:55 a.m.

Back to session 10:06 a.m.

Correspondence:

RCB Pond Project Email- An email was received from a teacher at Robert C. Byrd High school wanting continued sponsorship of a pond that was developed by the District in conjunction with partnering agencies several years ago. Osborne and Coffindaffer plan to meet with the teacher to see what his plans are. Osborne and Coffindaffer will report at the next meeting.

Funding Requests: There are two funding requests present today. WVU Soils Team for \$250.00. **Hannah/Sponaugle. Motion carried to sponsor \$250.00 for the WVU Soils Team.** The WV Master Gardners is requesting for us to set up a display at their annual spring garden clinic. The fee for the registration is \$20.00 and \$10.00 for each additional table. **Foster moved to pay the registration fee of \$20.00. Motion seconded by McClain. Discussion on the motion.** Jeff said NRCS was considering participating too and thought the agencies could piggy back off each other for the event. **Foster moved to amend his current motion to add an additional \$10.00 for another table for the NRCS. Motion seconded by McClain. Motion carried.** A total of \$30.00 would be sent to the WV Master Gardners.

Letters of Request: None at this time

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Foster reported on his presence at Ag Day at the Capitol. Collins and Sponaugle were present as well. The breakfast attendance was low this year, and overall attendance was

low. Cheryl and Robin were present. Foster is not sure that we gained or lost an influence on the day. He reported he was not sure there will be another breakfast next year. He commented on a news release made by the Commissioner, and that he never mentioned anything about the Conservation Districts in his news release.

Collins is working closely with the Envirothon Committee. The committee is close to choosing a location for the next Envirothon. Cedar Lakes is their first choice, but they are going to look at Canaan this weekend. Everything is coming along great for the Envirothon this year at Jackson's Mill.

Coffindaffer reported on the grassland committee's typo in an advertisement. The contest will be on the Friday of the Beef Expo. The committee plans to meet in Flatwoods on April 6th, 2018.

Randy reported on his current up taking of making maple syrup and brought samples for everyone to try.

NRCS: Jeff reported on having 30 pre-approved EQIP applications, 11 contracts obligated, and 10 completed contract modifications. Richard Law has been hired on to work out of the Weston office. Rebecca has been selected to do a 122-day detail acting as DC in the Whitehall office and begins work next Tuesday. Zomarys has initiated a meeting with the DOF to take place February 22, 2018. Jeff received a phone call about a high tunnel application for the grant. The Board informed Jeff that they are not looking for high tunnel applications for the grant, and would like to see other projects.

FSA: David reported on the LIP sign up continuing. He has had recent calls about bee loss. He attended a bee keeper meeting last evening in Upshur County. FSA has a program for bee loss, and if anyone knew of someone affected by bee loss to report it.

Joel reported they are staying on course with the programs they have been offering. With the President wanting to streamline things in the government there is a log of variability going on with budgeting across the line. Their LIP program is ongoing as well.

WVU Extension: Bruce reported the Small Farms Conference is coming up. There will be a lot of topics on Ag related things. A couple more dinner meetings are coming up. March 14th, 2018 there will be a bull breeding soundness examination taking place at Jackson's Mill. If anyone is interested it is \$30/bull. On March 15th, 2018 there will be a meeting at Osbornes house to discuss reclaiming winter feeding areas. Extension plans to fill 8 positions soon. Two County positions are going to be Ag agents.

Forestry: paper report provided (*See Attached*)

WVCA Report: Jeremy provided a paper report (*See attached*). He reminded to make sure the audit contract agreement is up to date. Conservation Farm Tours are coming up, and to start thinking of possible farms to participate. Also, it is time to review the

engineering contract and make sure it is up to date. Jeremy will ask about getting the dates of the dam inspections changed because of the conflict with the quarterly meeting.

Robin reported on receiving an email from VanReenan thanking the Supervisors for their support at Ag Day at the Capitol.


Robin reported on behalf of Caleb's email sent to her. Caleb would like to have an AgEP committee meeting to discuss next year's AgEP program, and also he is wondering if the Board would like to consider an extension for the current AgEP deadline. The AgEP Committee will meet Wednesday, February 28th, 2018 at 9a.m. **Plaughter moved to extend the current AgEP deadline of March 2nd, 2018 to May 4th, 2018. Motion seconded by McClain. Motion carried..**

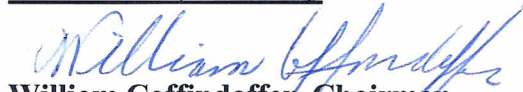
WFCD Report: Cheryl reported on her attendance to Ag Day at the Capitol, and commented that people were not very interested in what we had to offer. She has been working on the database, and it is completed for every County.

Conservation Agreements: None present today.

Set Date of Next Meeting: The next meeting will be held March 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 11:45 a.m.

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
Larry Spangler	66. ⁰⁰	60.00	126. ⁰⁰
Jane Collins	196.32	180.00	376.32
Phil Osbourne	32.64	60.00	92.64
Bill Coffindaffer	90.78	150.00	240.78
Bill McClain	59.16	120.00	179.16
Randy Plaugher	90.60	240.00	330.60
Total	535.50	810. ⁰⁰	1345.50



February 2018 WVCA Report

Agreed Procedures Engagement (Audit):

Please check your current agreement to make sure it is current.

Conservation Farm Tour

It is time for districts to be thinking about the farm families to be awarded.

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.

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. Under our 50/50, 5-year agreement with NRCS this will be important because we hope to work with the district's engineering firm to perform engineering work on dams if necessary.

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 has the ability to perform environmental assessments.

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 AgEP funding allocation formula will be looked at soon by the state AgEP committee. The state AgEP committee met on January 17th and decided that the funding allocation factors should remain the same, but be based on the last three fiscal years, not including the current (ex. FY 19 will be based on FY15, 16, and 17). 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 – 2018 Legislative Calendar

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.

WVCA will shuttle supervisors and staff from Laidley Field beginning at 6:30 a.m. to the Gaston Caperton Training Center, Bldg. 7, which will open at 7:00 a.m.

Revised WVACD Quarterly Meeting Dates/Locations:

April 9 & 10, 2018 Canaan
July 9 & 10, 2018 Flatwoods
October 15 & 16, 2018 Flatwoods Days Inn

State Conservation Committee Meeting Dates

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

WV Ethics Commission - Financial Disclosure Statement

Completed Financial Disclosure Statements Should have been 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 conducted by CEC in South Fork is complete and has been reviewed by NRCS.
- The total paid to date for the 2017 O&M work season is \$530,442.68.
- The annual inspection schedule for the North Area is attached. The South schedule will be distributed once finalized.

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. The contractor moved onsite December 11, 2017.
- 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.

Region 3 Landowner Assistance Program Accomplishments for January 2018

139 requests were received in Region 3. 122 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 bid opening was held for 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)

Nothing at this time.

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

Eleven practices plans were written consisting of 224 acres. 45 acres of TSI were marked. One reconnaissance was conducted to make recommendations. Two acres were marked for wood fiber production. Three acres of trees were planted for timber production and three acres for mine reclamation. Two acres of TSI was marked for wood fiber production and 36 acres for wildlife enhancement. Two wildlife enhancement projects were completed.

Upper Ohio Conservation District: (Minton and Wilson)

One reconnaissance was conducted to make recommendations.

West Fork Conservation District (Wilson and Jelich)

Three acres of TSI were marked for cull tree removal.. One reconnaissance was conducted to make recommendations.

Western Conservation District: (Six and Stephens)

One reconnaissance was conducted to make recommendations. 20 acres were marked consisting of 84MFB. 20 acres were cruised for an estimate 80MFB.

Upcoming Events: