

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

MINUTES

With a quorum being present, Chairman Coffindaffer called the March Board of Supervisors meeting to order on Wednesday, March 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:
 Belva Junkins, WFCD
 Robin Ward, WVCA
 Jeff Griffith, NRCS
 Cheryl Carlin, WFCD
 Dinah Hannah, WFCD
 Richard Law, NRCS Earthwork Volunteer
 Jeremy Salyer, WVCA
 Joel Barnosky, FSA
 Jesse King, WV Division of Forestry
 Brian Farkas, WVCA

Welcome and Introductions:

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

Minutes: With no corrections or additions, the February 14th, 2018 minutes will stand approved as mailed. Hannah/Foster.

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

Randy Plaugher	\$ 603.38
Rebecca Jane Collins	\$ 697.86
William Coffindaffer	\$ 392.07
William McClain	\$ 159.78
Philip Osborne	\$ NA
Larry Sponaugle	\$310.80
James Foster	\$ 956.76
Richard Steve Hannah	\$ 337.10 DEC/JAN Totaling \$3,457.65

Total gross spent to date: \$21,175.69

Plaugher moved to approve Supervisor's January 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 moved the reported AgEP payments (*see attached list*) **Totaling \$7,328.80. Motion seconded by McClain. Motion carried.**

Caleb reported on the AgEP committee meeting. The minutes from the meeting are in the supervisors packets today.

Foster moved to approve the recommendations from the committee as recorded in the minutes (*see attached*) along with the modifications of old practices. Motion seconded by Plaugher. Motion carried.

Jeremy cautioned the Board on making approvals until after they receive their funding allocation.

OM&R Salem Fork & Polk Creek: Foster questioned the date change for the inspections in conjunction with the quarterly meeting. Jeremy had no new report, but was following up with the WVCA to develop a plan.

Farkas reported on an update from the Attorney General's office pertaining to the Lewis County Commission's decision to not support funding for the Polk Creek Dams. The Agency is considering moving the dam inspection period from spring to fall, and having

a 5-year maintenance plan. The Agency is also considering changing the way O&M is administered in the upcoming future.

Coffindaffer questioned the blockage removal issue located at Little Kanawha in Gilmer County. Farkas reported that the issue had been taken care of by the WVCA in the past, and no further assistance would be available.

Board recessed at 10:17a.m.

Board back to session at 10:32 a.m.

New Business

T-Post Purchase: Coffindaffer reported on the hand out of t-posts provided in his packet with current pricing available. Jeff and Richard had approached the Board a few meetings back with a request to purchase the O'brian t-posts. Coffindaffer is wondering if the Board would like to consider purchasing some posts to have on hand. Jeff reported that the Board would need to have at least 200 posts. The Board didn't see a need to keep them in house, and to recommend to producers where they could purchase the posts.

Boomless Attachment for Sprayer: Coffindaffer reported that there is a need to purchase 3 boomless attachments for the sprayers that we currently have. Foster reported that he would take care of getting the attachments, and install them on the sprayers.

Tri-District Land Judging Contest: Robin reported on a proposal received by Jared Nestor to adjust the current Land Judging Contest. With the passing of Roger Nestor, talk has been made to have a contest in his honor. After talking with Dr. Skousen, he suggested combining the Tri-District Contest with Jared's proposal. The proposal suggests having several monetary awards for students, having a registration fee, offering lunch, supporting other little contests during the event, changing the name of the Contest to the Roger Nestor Memorial Contest, and housing the competition at the Nestor farm in Barbour County every year. Monongahela CD has approved to make the change.
McClain moved to support the proposal as presented, and pay registrations of our District Teams in the future. Motion seconded by Foster. Motion carried.

NRCS Local Work Group MTG: The Local Work Group meeting will be on April 25th, 2018 at the USDA Service Center in Mount Clare at 9 a.m.

Collins moved to go into executive session. Motion seconded by Plaughter. Motion carried.

Executive Session

Plaughter moved to go to regular session. Motion seconded by Sponaugle. Motion carried.

Budget FY 19: Foster moved to have the Budget Committee Meeting scheduled at 1 o'clock with the accountant be a part of the regular Board Meeting. Motion seconded by Plaughner. Motion carried.

The General Account for FY19 will have a projected income of \$23,300.00, and a projected expense of \$26,750. **Osborne moved to approve and accept the projected FY19 budget for the General Account. Motion seconded by Plaughner. Motion carried.**

Sponaugle moved to increase the rental rate of the lime spreader to \$75.00. Motion seconded by Collins. Motion carried.

Hannah moved to increase the markup on the water supplies to 25%. Motion seconded by Sponaugle. Motion carried.

The CDO Account for FY19 will have a projected income of \$106,306.00, and a projected expense of \$118,638.00. The Board agreed to pay their portion of the office rent from what is leftover in the bank account. **Plaughner moved to approve and accept the FY19 budget for the CDO Account. Motion seconded by Sponaugle. Motion carried.**

Correspondence:

County Commission Lewis County

Conservation Farm Tour Award- Jeremy reported he needs to know District winners by the end of May. **Plaughner moved to participate this year. Motion seconded by Sponaugle. Motion Carried.** The new score sheets will need to be used at the District level.

HCB CD Maturity- The CD at Harrison County Bank matures today. **Sponaugle moved to have the Chairman and Treasurer use their best judgment in searching for competitive rates, and move the CD accordingly within the next 10 days. Motion seconded by Hannah. Motion Carried.**

AgEP Committee Meeting Minutes-2-28-18

Funding Requests: Southern CD- The Southern CD is requesting funds for their AgEP program. The Board has all of their funds allocated, and cannot help at this time.

Letters of Request: None at this time

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports: Dinah reported the CEC meeting will be at this office on March 27th, 2018 at 10 a.m. She is asking for supervisor support to be at the meeting.

Plaugher reported on a meeting that is very educational about maple syrup production put on by the WV Dept. of Ag. He suggested that the Board should consider going to a meeting.

NRCS: Jeff reported on ranking EQIP contracts. He will be at a training in Morgantown on the 26th, and 27th of March. The first week of April he will be in training in Morgantown as well. There will be a high tunnel education program on April 5th, 2018 at Phil's house with Phil's farm club. He is working with Richard and the state office to develop a summary of year one accomplishments. He made attendance to the grazing meeting held last night with Matt Poore.

FSA: Joel reported on his programs, and facility loans are available with low interest rates. LIP is still in effect.

WVU Extension: Phil reported that Bruce will be having a meeting this Thursday the 15th at 7 p.m. about repairing feeding areas.

Forestry: Jesse reported he is working with Jane on the 6th grade field day in Gilmer County. John Wilson will be at the Envirothon Training day. He will work with Chuck to get information about the Forestry Contest to the District.

WVCA Report: Caleb reported that he is busy with all Districts. He hopes they get the vacancy filled at TVCD soon. He will be doing site visits at West Fork soon to finish up projects. He attended a few extension dinner meetings, as well as the State AgEP committee meeting in February. He will be attending a NRCS engineering training, and WVCA stream training at the end of the month.

Jeremy reported that he is on a committee that addresses Ag Day at the Capitol, and urges the Board to make recommendations to him about any changes that would be beneficial to the program. Paper report provided. (*see attached*).

Robin had nothing more to report.

WFCD Report: Cheryl reported she has been working on getting information to the schools about the WFCD education programs. She plans to put a news release out about the WFCD AgEP programs.

Office Space: Plaugher moved to have the District's office and supplies move into the empty RD space starting July 1st, 2018. Motion seconded by McClain. Motion carried.

Joel reported that the District would need to create a separate lease with the landlord, and pay rent to them, not FSA.

Conservation Agreements: There are three agreements present today;
Edwin and Twila Reed, Gilmer County, 95 acres

Kristina L. Evan, Harrison County, 20.5 acres
Michael T. Yura, Lewis County, 264

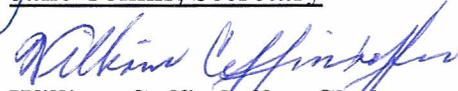
Plaughter moved to approve and accept the conservation agreements. Motion seconded by Collins. Motion carried.

**Board recessed at 12:45 p.m.
Board back to session at 1:15 p.m.**

Set Date of Next Meeting: The next meeting will be held April 11th, 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 3:11p.m.**

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

The West Fork Conservation District Board of Supervisors met on 03-14-2018 and approved the following payments.

Name	Practice	Acre & Tons	\$Paid	Check #
Q. Ward	Fence	2,178 ft	\$3,484.80	
C. Talbott	Fence	380 ft	\$608.00	
C. Hinterer	Water	Well	\$3,240.00	
		Total	\$7, 828.80	


Committee Chair



March 2018 WVCA Report

Conservation Farm Tour

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

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.

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.

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. **Plans of work are due to SCC in June.**

Conservation District Operation (CDO) Grant Funds

Districts are asked to prepare your CDO budget report for FY19. The budget is to be submitted to Fiscal Services and your Area Director on or before March 30 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. 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.

AGEP:

- **Mid-March 2018** - CDs submit recommendations for FY 19 practices
- **March 29 2018** - State AgEP committee to meet and review proposed changes for FY 19
- **April 2018** - Presentation of FY 19 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 state AgEP committee will meet March 29 at 10am in the ECD conference room. If you would like to use videoconference please contact Jennifer to set it up. The focus of the meeting will be to review proposed changes for the FY19 program.

West Virginia Legislature – 2018 Legislative Calendar

March 10, 2018 - Last day of session

The governor has signed House Bill 4162, which modifies state conservation law by granting the State Conservation Committee the authority to contract for services related to natural disaster recovery and stream restoration related to flooding. The bill also gives the SCC the authority to comply with all present and future statutes and regulations relating to natural disaster recovery. The bill unanimously passed both houses before going to the governor's office. House Bill 4162 was developed by the special legislative committee on flooding.

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.

Awards Council

After months of discussion, a special committee appointed by the Awards Council presented its changes to the annual conservation farm contest on March 6. (A one-page fact sheet was prepared to explain the changes)

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

WVCA Project Section:

OM&R

- North: Annual inspections will begin March 13.
- South: All districts have been notified that we are changing to a fall annual inspection. We will have the quarterly inspections in the spring that they can attend if they so wish but the formal annual inspection will be done in the fall.
- South: All sponsors are receiving reports of the work completed last season.
- South: All districts have received a 5-year work plan with exception of Guyan. DNR does the maintenance on Upper Mud.

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.

EWP

- 1 eligible site in NPCD for current declared event.

Stream Projects

- Buffalo Creek – working on a contract to have a job showing this spring.
- South Fork of Cherry River – will have job showing for Phase II of project with work starting late spring or as soon as weather allows.
- Coal River – working out details for a contract to start process of job showing with work this summer.
- Paint Creek (Kanawha Co) – New DEP project, working on survey.

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.
- 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.