

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
May 9th, 2018**

MINUTES

With a quorum being present, Chairman Coffindaffer called the May Board of Supervisors meeting to order on Wednesday, May 9th, 2018 at 9:08 a.m. at the Osborne Farm Lumberport, 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
Dinah Hannah, WFCD
Phylis Hinterer, Dominion Energy
Robert C. Orndorff, Dominion Energy
Seth Law, WFCD
Bruce Loyd, WVU Extension

Welcome and Introductions: Robert C. Orndorff spoke on behalf of the pipelines in WV. He has a link to the best practice manual online for the supervisors to review. He would get that information to Robin. Also, Phylis would provide Robin with the hotline number people could call with questions about the pipelines. They work hard to follow regulations and prevent and control slips and erosion as best as they can.

Coffindaffer introduced Seth Law as the hired on as soil sampler for the summer.

A Moment of silence was held for Cheryl's mother.

Agenda Approval: Sponaugle moved to amend today's agenda by adding nominating committee for officers and directors to the association. Motion seconded by McClain. Motion carried.

Minutes: With no corrections or additions, the April 11th, 2018 minutes will stand approved as mailed. Plaughter/Sponaugle.

Financial Report: The financial reports for April are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for April is not here today, and will be in the books next month. 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 April 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 Plaughter reported on the following Supervisor's Per Diem and Travel expenses for the month of March:

Randy Plaughter	\$ 537.12
Rebecca Jane Collins	\$597.12
William Coffindaffer	\$ 405.75
William McClain	\$89.58
Philip Osborne	\$ 245.28 JAN/FEB/MAR
Larry Sponaugle	\$126.00
James Foster	\$ 663.28
Richard Steve Hannah	\$ NA Totaling \$2,664.13

Total gross spent to date: \$26,813.90

Plaughter moved to approve Supervisor's March Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: None at this time

Unfinished Business:

Ag Enhancement Program: Foster moved the following cancelations:

A. Robinson	Pasture Div. Fence	\$4,000.00
D. Sabatelli	Pasture Div. Fence	\$3,520.00
J. Sperry	Pasture Div. Fence	\$1,200.00
J. Garton	Water Development	\$2,200.00
J. Sperry	Water Development	\$2,200.00
F. White	Water Development	\$1,000.00 Totaling \$14,120.00

Motion seconded by Plaughter. Motion carried.

Foster moved the following payments:

L. Wolfe	Lime	72.66 tons	\$1,248.70
C. Hinterer	Lime	67.56 tons	\$1,240.20
L. Leighton	Lime	99.24 tons	\$1,984.80
F. Bragg	Lime	23.43 tons	\$360.00
W. White	Pasture Div. Fence	897 Feet	\$1,435.20
P. Sabatelli	Pasture Div. Fence	1,622Feet	\$2,595.20 Totaling \$8,864.10

Motion seconded by Plaughter. Motion carried.

AgEP Agreement: Caleb passed out the updated agreement and discussed the changes that were made based on the committee's decisions. **Foster moved to approve the agreement pending the changes made addressing liquid lime will not be permitted, and the 2-year cap on winter stockpiling. Motion seconded by McClain. Motion carried.**

OM&R Salem Fork & Polk Creek: Polk Creek inspections were held on April 23rd, 2018. County Commissioners were not present, but they had a successful tour. Robin asked the Board about their preference on who they would like to perform the O&M work on the dams for FY19. TVCD Crew has been doing the work, and the Agency is asking if the Board would like to continue with the crew or contract out to other entities. The Board made no decision and would have this on the agenda for next month.

Conservation Farmer: The Board had no farmers to recommend, and the WFCD will not have participation in this year's contest.

New Business

Office Lease: Robin reported on receiving the figures from FSA to incorporate into the lease. The lease will be for 1,134 square feet of office space, and 186 square feet of shared space for a total of 1,320 square feet. The rent will be \$18,480.00 a year, and \$1,540.00 per month. The checks will be directly deposited into the Bastin Family Properties LLC account. **Collins moved to approve the lease as presented. Motion seconded by Foster. Motion carried.**

Office Counter: Robin reported on stopping into James and Law Co. and getting a quote for a counter to have for the new office. The counter is \$432.00, and they will deliver and assemble the counter at that cost. **Collins moved to purchase the counter for \$432.00. Motion seconded by McClain. Motion carried.**

Office Sign: Cheryl had gotten a quote from Reep Graphics for a green sign to hang outside the new office that would label our office with the WVCA. It would look like the other signs outside of the USDA offices. The quote is for \$60.00. **Plaughter moved to purchase the office sign. Motion seconded by Collins. Motion carried.**

Nominating Committee for Officers and Directors to the Association: Coffindaffer assembled Larry Sponaule, Bill McClain, and Phil Osborne to serve on the Nominating Committee.

Board Recessed 10:21a.m.

Board Back to session 10:33 a.m.

Correspondence:

WVU Soils Team Letter
Envirothon Committee Minutes
AgEP Committee Meeting Minutes

Funding Requests: National Cooperative Soil Survey is requesting \$100.00 per student. The Board would like to know how many students Jared has, and if any of the students are in our District. Robin would look into this for more information and have it put back on the agenda for June.

Letters of Request: FY19 AgEP \$76,000.00 **Hannah/ Foster. Motion carried.**
State Match O&M City of Weston \$2,500.00 **Plaughter/Hannah. Motion carried.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports: Collins reported that Reta and Denzil Huff have moved to Maryland. She had the 6th grade field day in the pouring rain, but they had a good turnout. The Envirothon was a real success. They had the aquarium from the DEP, and the Soil Trailer from Capitol District. The Soil Trailer got flooded out so they had to reschedule for May 16th, 2018. Joyce Fry is going to be at the Glenville Fire Department to talk about bees on May 15th. Her and Larry attended the Annie's Project meeting, and talked about the District programs. She has one camper for Junior Conservation Camp.

Foster reported on Ravenswood winning the grassland contest, and reading an ad in the paper that did not have the correct information about who sponsored the event. He contacted the editor, and would like for the advertising to be corrected.

Hannah apologized for not telling Dominion more about what the Board had wanted to know. He is not sure how helpful it was to have them, but at least they are aware that the Board is paying attention to what they are doing.

Dinah reported on getting 3 campers from Lewis County to attend Junior Conservation Camp.

NRCS: Jeff reported on the local work group meeting. It was well attended. He did prepare minutes, but does not have them here today. The agenda they had for the meeting and the bulletin he received from the State Office corresponded with each other, so he doesn't have to do extra steps. **Foster moved to approve the Long-Range plan as per the local work group. Motion seconded by Plaughter. Motion carried.** The Cove Creek forest management initiative did not go as planned. **Plaughter moved to withdrawl the Cove Creek plan. Motion seconded by Sponaule. Motion carried.** He reported on his staffing. Gary is out of the office until late June, and has been out since March. Rebecca should be back next week or the week after. Rex is having issues with his knee and possibly has to have surgery. The state is making it available to submit a project in 2019 to be funded in 2020.

his knee and possibly has to have surgery. The state is making it available to submit a project in 2019 to be funded in 2020.

FSA: no one present to report

WVU Extension: Bruce reported on doing a lot of follow up with the Expo. He has been busy doing Energy Express and things with 4H. TVCD is having a field day in Elkins on May 19th, and the field day will cover brush control, and soil testing. They interviewed for a 4H agent for 5 counties. Also, they have applications in for the Extension Agent position in Harrison/Marion counties. Interviews are the last of May, and they hope to have a hire in by July. He is doing plot work on a farm in Lewis County measuring the grass yields with the use of commercial fertilizer, chicken litter, and sludge.

Forestry: no one present to report

WVCA Report: Jeremy reported with a paper report (*see attached*).

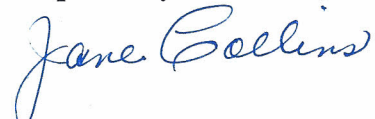
Robin reported on being busy in the office with Cheryl being out. She reported that she needs the oath of office from the newly elected supervisors.

WFCD Report: No one present to report.

Conservation Agreements: There are no agreements present today.

Set Date of Next Meeting: The next meeting will be held on June 13th, 2018 at USDA Service Center in Mount Clare, WV at 9 a.m.

Respectfully submitted,



Jane Collins, Secretary



William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:21p.m.**

approved
5/9/18
Rau

MT. CLARE, WV 26408

Name	Travel	Per Diem	Total
Phil Osbourne	65.28	180. ⁰⁰	245.28
Bill Coffindaffer	165.75	240. ⁰⁰	405.75
Jim Foster	363.28	300. ⁰⁰	663.28
Jane Collins	297.12	300. ⁰⁰	597.12
Larry Spangler	66.00	60. ⁰⁰	126.00
Bill McClain	29.58	60. ⁰⁰	89.58
Randy Plaugher	237.12	300. ⁰⁰	537.12
TOTAL	1224.13	1440.00	2664.13

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

The West Fork Conservation District Board of Supervisors met on 05-09-2018 and approved the following payments.

Name	Practice	Acre & Tons	\$Paid	Check #
L. Wolfe	Lime	72.66 tons	\$1,248.70	
C. Hinterer	Lime	67.56 tons	\$1,240.20	
L. Leighton	Lime	99.24 tons	\$1,984.80	
F. Bragg	Lime	23.43 tons	\$360.00	
W. White	Pasture Div. Fence	897 Feet	\$1,435.20	
P. Sabatelli	PDF		\$2,595. ²⁰	
		Total	\$8,863.90	


Committee Chair

May 2018 WVCA Report

WVACD Quarterly Meeting –

The Summer Quarterly Meeting of the West Virginia Association of Conservation Districts Board of Directors will be held **July 11 & 12, 2018 at Flatwoods.**

Conservation Farm Tour Timeline:

- **May** - County and District judging.
- **June 1** – **Deadline for submitting District farms and documentation to Area Directors.**
- **July** - Area judging. **West Area – July 23-27, 2018. East Area July 16-20, 2018**
- **August** - State judging. August 27-31, 2018
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

Please ensure that the newly revised farm bio forms are used this year

Supervisor Elections

District Managers are asked to call the county clerk's offices after the May primary election to inform WVCA (Belinda Withrow and cc Area Directors), as to who won the CD Supervisor positions. Once districts know who will be new to the board, they are encouraged to reach out and extend a congrats and to tell the new supervisors about new supervisor training that will be held at Flatwoods in mid-July.

The tentative plan is to have new supervisor training start right after the association meeting on the 12th and last until noon on the 13th.

New Supervisor Directory

Davin White will create a new directory in electronic form.

DMs will be taking a current photo of all district CD supervisors who are **not up** for re-election in May 2018 with a cell phone, and forward those photos to Davin White at dwhite@wvca.us. He will create a new electronic supervisor directory. Please include their county, and updated address, phone number, and email address.

After the May 8th election, please take and send Davin a current photo of the newly elected supervisors with their county, address, phone number, and email address, so Davin may complete the directory. We need to have this completed before the July Association meeting.

New Supervisor Oath of Office

If contacted, please have newly elected supervisors go to their respective county courthouses to receive their oaths of office. A copy of the oath should be given to the DMs so the new supervisors can receive travel and per diem expenses.

Conservation District Plan of Work

Conservation Districts are encouraged to prepare a District Plan of Work. Please submit you Plan of Work to Guthrie before June 15th.

Supervisor Handbook

The WVCA, in partnership with the WVACD, will be reviewing and updating the supervisor handbook. This effort comes out of the recent 14 district listening session. Suggested changes are encouraged. Please provide any suggestions to Kim or Jeremy.

2018 Envirothon Results

1 st Place	Ravenswood FFA
2 nd Place	Mineral County FFA
3 rd Place	Jefferson AgriScience
4 th Place	ECO Defenders WDF
5 th Place	Moorefield High

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed. **If your CD has renewed the agreement with the same firm in the past and it is time to review again, it is advised that the CD go through the advertisement/interview process again to ensure competitive bidding.**

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:

- **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)

Agricultural Enhancement Program Administration Agreement update:

Please ensure that you have updated the document with any program changes.

The purpose of this document is to update and replace the original AgEP agreements with CDs due to the growth and changes to the AgEP program. Districts will need to complete the necessary addendums in the agreement prior to the start of the next fiscal year. This document will need to be reviewed on a yearly basis.

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. Agricultural Day at the Capitol will be January 30, 2019.

State Conservation Committee Meeting Dates

July 10, 2018

October 9, 2018

Watershed OM&R

OM&R

- Annual inspections are complete. Work orders along with proposed contracts for the upcoming season will be prepared and presented at the board meetings following annual inspections.
- All districts statewide will be changing to fall annual inspections.
- Supervisors are always welcome to attend inspections. Please contact the Watershed Manager in your area for an updated schedule.
- Five-year work plans including estimates will be developed for all districts.

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

- 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.
 - The contractor continues to work on temporary measures. Dewatering began on April 18, 2018.
- NPCD, SCD, MCD and PVCD – Please track hours that District Supervisors attend any rehab meetings.
- Rehab meetings have been suspended at this time with the exception of Upper Deckers 1. This call takes place on Mondays at 9:00 am.