

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

July 9th, 2018

MINUTES

With a quorum being present, Chairman Plaughter called the July Board of Supervisors meeting to order on Monday July 9th, 2018 at 9:08 a.m. at the Gilmer County Senior Center, Glenville, 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: **Cheryl Carlin, WFCD**
 Belva Junkins, WFCD
 Robin Ward, WVCA
 Zomarys Domeng, NRCS
 Jesse King, WV Division of Forestry
 Jim Roy, WVCA
 John Slattman, WFCD

Welcome and Introductions: John Slattman, the soil sampler for the summer, introduced himself to the Board. He has been to 12 farms to date, and is enjoying his experience.

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

Minutes: With no corrections or additions, the June 13th, 2018 minutes will stand approved as mailed. Collins/Foster. Motion carried. Special Meeting minutes Foster/McClain. Motion carried.

Financial Report: The WVCA financial reports for June are not in Supervisor's books for review. Also, the balance sheet and income statement from John Law CPA for June is not present today. John Law CPA General and CDO account financials for June are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of June 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 Steve Hannah reported on the following Supervisor's Per Diem and Travel expenses for the month of May:

Randy Plaugher	\$ 390.27	
Rebecca Jane Collins	\$ 659.24	
William Coffindaffer	\$ 333.00	
William McClain	\$ 89.58	
Philip Osborne	\$ 60.0	
Larry Sponaugle	\$651.30	
James Foster	\$ 552.60	
Richard Steve Hannah	\$ 63.15	<i>Totaling \$2,799.14</i>

Total gross spent to date: \$35,346.52

Hannah moved to approve Supervisor's May 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: The AgEP Committee will meet on July 23rd, 2018 at 9 a.m. at the USDA Service Center in Mount Clare, WV.

OM&R Salem Fork & Polk Creek: Roy reported on the estimates provided by TVCD crew for work to be completed on Polk Creek, and Salem Fork Dams. Polk Creek will be \$20,700.00, and Salem Fork will be \$10,500.00. The estimate does not include the clearing of the alley ways. The estimate for clearing the alley ways is \$6,000.00. **Foster moved to have TVCD do the OM&R work for both Polk Creek and Salem Fork at the not to exceed prices provided. Motion seconded by Hannah. Motion carried.**

Zomarys reported on a letter received from Andy Dichert, and Joey Sibert who are handling the survey for the alley way clearing and slip concern. They are waiting to hear from the Board of when to proceed. They are waiting for the alley ways to be cleared before they go in and proceed with the survey.

Coffindaffer moved to provide up to \$6,000.00 to clear the survey alleys on the slip and have TVCD to do the work. Motion seconded by McClain. Motion carried.

Sponaugle moved to amend Coffindaffer's motion to include a onetime cut of clearing the alleys on the slip. Motion seconded by Foster. Motion carried.

Hannah moved to request an explanation or description of the survey and how long it will last from WVCA, DEP Dam Safety, and NRCS. Motion seconded by Foster. Motion carried.

Coffindaffer questioned if there was any plan to treat the stumps of the autumn olives after they were cut off? Roy reported that there was not a plan at this time, but he would work on taking care of the concern. Coffindaffer would like for this to be a part of the \$6,000.00.

Roy reported on receiving a call from the Harrison County Commission about the Dolly's and the D'Aprile's fighting about cattle and passing through the road on Dam site 11a. He reported that he informed the Commission that Mr. Dolly was allowed to have his cattle where they are.

Agency Phones: Zomarys reported that the phones have been moved, and that there are no issues. Osborne recommended not doing anything until something resurfaces again.

New Business

WVACD Honorary Member at Large: Foster reported this award is for someone who has done a great job within the Districts. It can be someone else other than supervisors. The Board felt they needed guidelines to nominate anyone for the awards. Foster would get the guidelines for the next meeting. Coffindaffer questioned nominating the Harrison County Commission. Foster would let Coffindaffer know.

WVACD Lifetime Honorary Member: Foster will bring back guidelines.

Carroll Greene Nomination: Foster will bring back guidelines.

Correspondence:

GVCD Post Driver Bid- Board took no action.

Funding Requests:

Letters of Request: The rent reimbursement from the WVCA will be handled by LOR's submitted monthly. Today there are six (6) LOR's for the months of July- December 2018 for a total of \$4,620.00 or \$770.00/ Month. **Hannah moved to approve and send the presented LOR's. Motion seconded by Foster. Motion carried.**

SPRP/EWP Project: There is a huge oak tree in the West Fork river across from the old National Guard Armory. The estimated cost to remove the tree is \$6,000.00. This SPRP project falls under the FY18 project scope. **Hannah moved to have TVCD give a not to exceed price of \$6,000.00 to have the tree removed. Motion seconded by Coffindaffer. Motion carried.** If the not to exceed price that TVCD gives is \$6,000.00 or below they may begin work on the project in Lewis and Harrison counties.

Board Member & Associate Supervisor Reports: Hannah reported that he had been requested to be on a subcommittee by the NRCS State Conservationist. He is wondering if the District would pay his expenses for his attendance to these meetings and events associated with being a part of the committee. The Board had no problem with supporting his expenses.

Sponaugle reported on possibly adjusting the agenda to have the corresponding agencies report at the beginning of the meeting so they can be relieved to their work. The Board suggested that the agenda be left as it is and if someone from a corresponding agency has a need to get out early they can request to be moved up on the agenda.

Collins reported on not getting any seniors to attend conservation camp, but she had a junior attend camp. She had went to pick him up from camp, and he cried because he didn't want to leave camp and he was thankful the WFCD paid for his attendance.

Foster recommended we advertise in the paper about conservation camp scholarships.

Chairman Plaugher reported on the committees for FY2019.

- Hannah chairman of the Budget and Finance committee
- Collins chairman Conservation Education committee
- Sponaugle chairman of the Forestry committee
- Foster chairman of the AgEP committee
- Hannah chairman of the Legislative committee
- Osborne chairman of the Invasive Species committee
- Coffindaffer chairman of the Public Relations committee
- Foster chairman of the Watershed Committee
- Collins chairman of the Wes Mon Ty committee
- McClain chairman of the Wildlife committee
- Coffindaffer chairman of the Farm Protection committee
- Foster chairman of the Envirothon committee

NRCS: Zomarys reported that she sent the approval on the initiative by the Board to the state office. She is working on getting maps for John for the stockpiling and forage testing. They are still taking applications for the programs that they have.

FSA: no one present to report

WVU Extension: Marion/Harrison extension agent position filled.

Forestry: Jesse reported on education going on across the state. He will help the District with information on the rearranging of foresters in the District. They are helping landowners, and he is working on updating his major list.

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

Robin reported about the RD items that she moved into the building. She reported there will be significant expenses on lime spreader #2 next month. Where it had been rolled over before there was a safety concern with replacing the tongue. She reported on Brian's correspondence with the Harrison County Commission.

WFCD Report: Cheryl reported that the quarterly report is completed. She has been working on updating the mailing list. She really likes the water supplies being inside, and the cooperators like it as well.

Conservation Agreements: There are no agreements present today.

Set Date of Next Meeting: The next meeting will be held on August 8th, 2018 at 9 a.m. at the Doddridge County Park, West Union, WV.

Respectfully submitted,



Jane Collins, Secretary



Randy Plaucher, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 10:57 a.m.

WEST FORK CONSERVATION DISTRICT
87 Ollie Lane Suite 102
MOUNT CLARE CLARE, WV 26408

Name	Travel	Per Diem	Total
Steve Hannah	33.15	30.00	63.15
Larry Spangler	231.30	420.00	651.30
Jane Collins	239.24	420.00	659.24
Phil Osbourne	—	60.00	60.00
Jim Foster	312.60	240.00	552.60
Bill Coffindaffer	153.00	180.00	333.00
Bill McClain	29.58	60.00	89.58
Randy Plaugher	150.27	240.00	390.27
Total	1149.14	1650.00	2799.14



July 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**. 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.

- **The Supervisor Training is for newly elected supervisors.** Supervisors need to call the hotel directly to make overnight arrangements.
- All supervisors are eligible and invited to attend the WVACD business meeting and the training session.

Conservation Districts are asked to please notify the WVACD Secretary and WVCA (Guthrie) as soon as your WVACD directors are selected.

New Supervisor Directory

Davin White is 80 percent finished with new online supervisor directory. He is waiting on responses from two districts.

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. If not done, please complete by the end of July.

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

By now, new supervisors need to have taken their oath of office. The oath is necessary in order to be paid.

Supervisor Handbook

The WVCA, in partnership with the WVACD, has been reviewing and updating the supervisor handbook. When completed, electronic copies will be distributed to the WVACD and each district. Papers copies can be printed by the districts based on request, or viewed on the district website. This effort comes out of the recent 14 district listening session. Suggested changes are encouraged. Please provide any suggestions to Kim or Jeremy.

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1

WVACD Honorary Member At Large – form due to Joe Gumm by September 1

WVACD Lifetime Honorary Member – form due to Joe Gumm by September 1

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

District Vehicle License Plates (House Bill 4015)

The law went into effect on June 1, 2018, and per the Division of Motor Vehicles all NON-state plates must be turned in.

Preliminary information is since Conservation Districts are political subdivisions of the state, vehicles owned and operated by districts cannot bear a green and white state plate.

The DMV says those plates must be surrendered, and districts would need to purchase regular WV plates for their vehicles at the annual registration cost.

Anita May continues to review this situation so be sure you send her your district fleet information by the end of July.

All green and white plates will expire at the end of 2018.

Conservation Farm Tour Timeline:

- **July - Area judging. West Area – July 24-25, 2018. East Area July 16-18, 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.

West Virginia WVACD State Fair Display – The dates for this year's fair is from August 9th – August 18th. It is suggested that Supervisors contact their District Manager to sign-up for the time period(s) they wish to work.

AGEP:

- **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

Agricultural Conservation Day will be January 30, 2019. If you have any suggestions on how to improve conservation visibility on that day, please present your ideas to you WVACD director and Kim or Jeremy.

State Conservation Committee Meeting Dates

July 10, 2018

October 9, 2018

Watershed OM&R

OM&R

- Staff is performing monthly inspections and developing work orders and proposed contracts for the upcoming season.
- 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.

SSRP

- Streambank Stabilization and Restoration Program (SSRP) is a cost-share program to assist West Virginia landowners by providing streambank stabilization and the removal of qualified stream blockages. Information on this program will be provided at the Supervisor's Training.

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 mid-summer.
- Coal River – Design is in the drafting stage.
- 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.
 - Construction has started on site.
 - MCD will be having a field day this summer, dates will be announced as soon as they are finalized.
- 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.