

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
September 12th, 2018**

MINUTES

With a quorum being present, Chairman Plaughter called the September Board of Supervisors meeting to order on Wednesday September 12th, 2018 at 9:01 a.m. at the USDA Service Center in 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:	Dinah Hannah, WFCD
	Belva Junkins, WFCD
	Robin Ward, WVCA
	Zomarys Domeng, NRCS
	Jeremy Salyer, WVCA
	Caleb Smith, WVCA
	Sam Cogle, WVU Extension
	Bruce Loyd, WVU Extension

Welcome and Introductions:

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

Minutes: With one addition made, the August 8th, 2018 minutes will stand approved as mailed. Coffindaffer/Sponaugle. Motion carried.

Financial Report: The WVCA financial reports for July and August are in the Supervisor's books for review. Also, the balance sheet and income statement from John Law CPA for August is present today. John Law CPA General and CDO account financials for August are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of August is present today for the Board's approval.
Hannah/Sponaugle. Financial reports will be filed for audit.

Hannah reported on the depreciation of the lime spreaders and reported that the District lost about \$3,500.00 on the spreaders. Also, he reports the Board ended up with around \$6,000.00 left in their per diem and travel amount from FY18.

Supervisor Per Diem and Travel: Treasurer Steve Hannah reported on the following Supervisor's Per Diem and Travel expenses for the month of July:

Randy Plaugher	\$ 538.92
Rebecca Jane Collins	\$ 683.37
William Coffindaffer	\$ 349.32
William McClain	\$ NA
Philip Osborne	\$ 125.28
Larry Sponaugle	\$393.0
James Foster	\$ 1243.09
Richard Steve Hannah	\$ 385.53 Totaling \$3,718.51

Total gross spent to date: \$3,718.51

Hannah moved to approve Supervisor's July Per Diem and Travel as presented. Motion seconded by Coffindaffer. Motion carried.

Approval of Invoices and Payments: None at this time

Unfinished Business:

Ag Enhancement Program: Caleb reported on the figures for FY19. The new approvals for today are on the same deadlines as the previous approved applicants.

Foster reported on the following approvals:

- J. Foster, Lime, 62.3 tons, \$1,246.00
- D. Gordon, Lime, 107.85 tons, \$2,157.00
- A. Stickel, Water System, Pipe and Trough, \$1,000.00
- R. Brownfield, Heavy Use Area, 1,000 sqfeet, \$1,000.00

McClain/Foster. Motion carried. Jeremy's approval letter for Jim Foster is attached to the approvals today.

Foster reported on the following cancelations:

- B. Fisher, Heavy Use Area, \$1,000.00
- C. Raines, Lime, \$1,223.80
- B.T. Stout, Lime, \$1,021.60
- B. T. Stout, Water System, \$1,200.00
- L.F. White, Lime, \$305.00
- M. Richards, Water System, \$1,000.00

Coffindaffer/McClain. Motion carried. To approve cancelations.

Foster reported on the following payment:

- I. Maxwell III, Lime, 150 tons, \$3,000.00

Foster/McClain. Motion carried. To approve payment.

Caleb reported on being out on a farm visit to the Franz farm, and recognized that the pasture division fence contract they are approved for is no longer accurate. They are making one of the fields to be divided into a crop field and that does not qualify under District qualifications for the practice. **Coffindaffer moved to with draw and cancel the contract as per Caleb's recommendations. Motion seconded by Osborne. Motion carried.**

With the cancelation of the Franz's contract, there is room for more approvals. **Sponaule moved to give Caleb the authority to move down the fence ranking list and approve the next cooperato(r)s in line. Motion seconded by Collins. Motion carried. If the selected cooperato(r) does not come in to sign their contract, Caleb may move down the list and approve the next individual.**

Foster reported on the additional cancelation:

D. Franz, PDF, \$4,000.00

Foster reported on the additional approval:

B. Fisher, PDF, 2,500ft, \$4,000.00

Coffindaffer/ Foster. Motion carried. To approve the fence contract.

Board recess at 10:05 a.m.

Back to session at 10:16 a.m.

OM&R Salem Fork & Polk Creek: Both dams are mowed and look great. Robin reported on the dates for the Fall inspections. Polk Creek inspection dates need to be changed as it runs concurrent with the Board meeting in October. Polk Creek inspection will be on October 22nd, 2018 at 8a.m. at the Pricetown VFD. Salem Fork inspections will be on October 2nd/3rd, 2018 at 8a.m. at the BP.

Fall Banquet: The Board decided to have an education awards banquet this year, as they do not have any farmers to recognize this year. Collins reported that the banquet will be at the Pioneer Grill in Glenville, WV on October 25th, 2018. Cheryl and Robin would work on an invite list and send the invitations out. Collins reported she had reserved 85 meals.

Listening Sessions: Robin reported on reserving the Quiet Dell UM Church for 10 a.m. on October 11th, 2018. However, the Agency has scheduled the meeting for 6 p.m., and the church is not available that evening. Robin and Cheryl would work on securing a new location for the meeting.

New Business

WFCD Banners: Collins moved to purchase two banners, have the Agency design them and review the design before it goes to print. Motion seconded by Coffindaffer. Motion carried.

Stockman Grass Farmer's Multi-Species Grazing School: Robin explained that Richard Law would like to attend this training seminar, and the NRCS will not provide funding for him to attend. The NRCS is wondering if the District would provide funding for Richard to attend. The Board took no action.

Grassland Farmer: No action made.

Correspondence:

Pruntytown Farm Field Day
GBVCD Fall banquet invite
Thank You from WVACD dues

Funding Requests: WV DEP Youth Environmental Program. **Hannah/Foster. Motion carried to send \$180.00.** The Board would like a letter to accompany the check requesting a report of the program, so they know where their money went to.

Letters of Request: None at this time

SPRP/EWP Project: no report.

Board Member & Associate Supervisor Reports: Collins reported sitting in on a communications committee call with Davin from the Agency. She worked the State Fair a few days and attended a Wes Mon Ty meeting at Donnie Tenney's farm. She attended an Envirothon meeting at Canaan Valley and posters have been sent to all schools in WV to get the word out on the Envirothon.

Sponaule reported being on a farm visit that has Himalayan Blackberry growing which should be considered as an invasive species. **Foster moved to send a letter to the Commissioner of Agriculture requesting this weed be put on the invasive species list, and for him to consider investigating the weed. Motion seconded by Sponaule. Motion carried.**

Belva reported on being at the State Fair and picked up some information about the lanternfly. She also got presented with an award for having the most organized display table at the Fair. She comments that they need to have more literature available. Foster will look into having more literature available.

Coffindaffer thanked Cheryl and Robin for their work with the Forestry Contest, also he thanks the Division of Forestry for their continued support. He thinks the Board should send a thank you to the Division of Forestry for their support.

NRCS: Zomarys reported on the field day that will be in Gilmer County on September 18th, 2018 at 6p.m. The idea is to promote stockpiling and get more participation. They plan to show a video taken from the last field day in January, so producers can see how to move the fence with the cattle and how it works.

FSA: no one present to report

WVU Extension: Bruce reported on being busy grading feeder calves. The Round Up at Jackson's Mills is taking place this weekend. If producers are planning to control weeds it should have been done last month. He would like to welcome Sam to the extension family hopefully she could fill in for some meetings where Bruce cannot be present.

Forestry: no one present to report.

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

Caleb reported on trainings coming up, and he will be attending the Pruntytown Farm field day on the 30th.

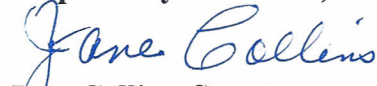
Robin reported needing registrations for the annual banquet by the 24th of September.

WFCD Report: Cheryl reported the newsletter has been submitted and sent to press.

Conservation Agreements: none present today.

Set Date of Next Meeting: The next meeting will be held on October 10th, 2018 at 9 a.m. at the USDA Service Center, Mount Clare, WV.

Respectfully submitted,


Jane Collins, Secretary


Randy Plaugher, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 11:38 a.m.

MOUNT CLARE CLARE, WV 26408

Travel and Per Diem - Treasurer Approval for Payment

[illegible]

WEST FORK CONSERVATION DISTRICT
87 OLLIE LANE SUITE 102
MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on September 12, 2018 and approved the following applications for contract.

Name	Practice	Acre & Tons	\$ Amount
J. Foster	Lime	SEE ATTACHED	\$1,246
D. Gordon	Lime	107.85 Tons	\$2,157.00
A. Stickel	Water System	Pipeline and Trough	\$1,000.00
R. Brownfield	Heavy Use Area	1,000 sq. ft	\$1,000.00
Total			\$4,157.00

+ 1,246.00
5,403.00


Committee Chair



West Virginia
Conservation Agency

September 4, 2018

James Foster,

Your WFCD AgEP application for the practice and amounts listed below, have been approved by the West Virginia Conservation Agency (WVCA).

Practice	Amount	Cost Share Amount
Lime	27.9 ac/ 62.3 Tons	\$1246.00

This decision was based upon a ranking score of 69.7 and conservation district funds available at this time.

Sincerely,

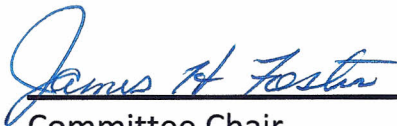
Jeremy Salyer, Area Director East
West Virginia Conservation Agency

Cc: Brian Farkas
Jennifer Skaggs
Caleb Smith

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

The Agriculture Enhancement Program committee met during the WFCD monthly board meeting on September 12, 2018 and cancelled the following contracts due to failure to sign before deadline and/or cooperator voluntarily cancelled.

Name	Practice	Units	Amount Approved
B. Fisher	Heavy Use Area	1,000 sq. ft.	\$1,000.00
C. Raines	Lime	61.19 Tons	\$1,223.80
B. T. Stout	Lime	51.08 Tons	\$1,021.60
B.T. Stout	Water System	Spring Dev.	\$1,200.00
L. F. White	Lime	15.25 Tons	\$305.00
M. Richards	Water System	Pipeline and Trough	\$1,000.00
		TOTAL	\$5,750.40


Committee Chair

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

The Agricultural Enhancement committee met on September 12th, 2018 at the monthly board meeting and approved the following payments.

Name	Practice	Units	\$Paid	Check #
I.Maxwell	Lime	150 tons	\$3,000.00	
		Total:	\$3,000.00	

James H. Foster
Committee Chair

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

The Agriculture Enhancement Program committee met during the WFCD monthly board meeting on September 12, 2018 and cancelled the following contracts due to cooperator changing their intentions for the field in which the practice was approved for.

Name	Practice	Units	Amount Approved
D. Franz	Past. Div. Fence	2,500 ft	\$4,000.00
		TOTAL	\$4,000.00


Committee Chair

WEST FORK CONSERVATION DISTRICT
87 OLLIE LANE SUITE 102
MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on September 12, 2018 and approved the following applications for contract.

Name	Practice	Units	\$ Amount
B. Fisher	Past. Div. Fence	2,500 ft	\$4,000.00
		Total	\$4,000.00


Committee Chair



October 2018 WVCA Report

WVACD Fall Quarterly Meeting

The Fall WVACD Quarterly Meeting will be October 15 & 16 at the Days Inn & Suites in Flatwoods, WV.

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on January 30, 2019. There will be another Legislative breakfast planned for that morning.

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 the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.

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 valid.

District Vehicle License Plates (House Bill 4015)

Initial letters from the DMV have been sent out to affected districts. More information should be arriving soon to those districts from the DMV.

WVCA Project Section:

OM&R

- Work for this season is ongoing in most districts.
- The fall annual inspections are underway. 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.

EWP

- Declaration in 8 counties in PVCD and EPCD.
- All site visits have been performed and all eligible work in Hampshire County has been completed. There is one eligible site in Pendleton County that may be completed if the site is cleared by FEMA.

SSRP

- Streambank Stabilization and Restoration Program (SSRP) begins October 1, 2018. Applications will be provided to the Districts, Area Directors can provide guidance.

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.
- 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.