

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
October 10th, 2018**

MINUTES

With a quorum being present, Vice Chairman Foster called the October Board of Supervisors meeting to order on Wednesday October 10th, 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
		Bill McClain

Others Present:

- Richard Law, NRCS**
- Dinah Hannah, WFCD**
- Belva Junkins, WFCD**
- Robin Ward, WVCA**
- Zomarys Domeng, NRCS**
- Jeremy Salyer, WVCA**
- Caleb Smith, WVCA**
- Jesse King, WV Div. Forestry**
- Joel Barnosky, FSA**

Welcome and Introductions:

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

Minutes: With no additions made, the September 12th, 2018 minutes will stand approved as mailed. Coffindaffer/ McClain. Motion carried.

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

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

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

Randy Plaugher	\$ 344.46
Rebecca Jane Collins	\$ 1,150.50
William Coffindaffer	\$ 280.47
William McClain	\$ 98.25
Philip Osborne	\$ NA
Larry Sponaugle	\$ 319.20
James Foster	\$ 743.60
Richard Steve Hannah	\$ 177.72 <i>Totaling \$3,114.20</i>

Total gross spent to date: \$6,832.71

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

Approval of Invoices and Payments: None at this time

Unfinished Business:

Ag Enhancement Program: Coffindaffer moved the following AgEP payments:

R. Huffman	Lime	100 Tons	\$2,000.00	
C. Sholes	Lime	21.92 Tons	\$438.40	
B. S. Stout	Nut. Mgmt.	13.4 acres	\$402.00	
S. Main	Lime	26.88 Tons	\$537.60	
A. Ward	Nut. Mgmt.	20 acres	\$600.00	
Ward Land and Cattle LLC	Nut. Mgmt.	20 acres		\$600.00

Motion seconded by Sponaugle. Motion carried.

Sponaugle moved the following cancelations:

D. Franz	Water System Well	\$3,300.00
A. Stickel	Water System Pipe and Trough	\$1,000.00

Motion seconded by McClain. Motion carried.

Caleb reported with the cancelations there is a surplus put back into the allocation of \$4,300.00. **Coffindaffer moved to keep moving down the water development list and approve the next individuals. Motion seconded by Sponaugle. Motion tabled until Caleb came back to the meeting with more information.**

Foster moved to bring the tabled motion back to the floor. Motion seconded by Sponaugle. Motion carried.

Caleb reported on the following approvals:

L. Spry	Water Development	Spring	\$1,200.00
J. Chapman	Water Development	Spring	\$1,200.00
J. Chapman	Water Development	Spring	\$1,200.00

Coffindaffer/McClain. Motion carried.

West Fork Conservation District

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OM&R Salem Fork & Polk Creek: Coffindaffer reported on reviewing the Salem Fork dams with Jim Roy, Randy Plaugher, and Zomarys Domeng. The dams are in excellent shape and are all mowed. There is no need for any engineer work. Polk Creek inspections will take place on October 22nd, 2018.

Fall Banquet: Collins reported on talking with the Pioneer Grill. RSVP's are due this Friday. She has not heard back from any of the legislators she has been in contact with to speak at the banquet. Cheryl reported on being at a loss for content of the banquet without having farm awards. Collins suggested a power point touching on everything we do within the District.

Listening Sessions: The listening session will take place at Horizons Church in Lost Creek, WV, at 6 p.m. Cheryl and Robin will work on getting refreshments for the meeting.

New Business

Board Meeting Time: Collins moved to have the Board meetings start at 10 a.m. starting at the November meeting, and running until the March meeting. Motion seconded by Sponaule. Motion carried.

POW Review: The Board reviewed the POW and made adjustments. Cheryl will document the adjustments and have new copies for the Board at the next meeting.

Board recess at 10:11 a.m.

Back to session at 10:30 a.m.

Correspondence:

Envirothon Minutes

WVCEC Minutes

Funding Requests: none at this time

Letters of Request: One LOR is present today for the CD Employee JAS 18, for \$4,377.62. Hannah/Sponaule. Motion carried.

SPRP/EWP Project: Jeremy reported they are still discussing how to allocate funds between the Districts, and he does not have a final document to present.

Board Member & Associate Supervisor Reports: Coffindaffer reported about the Grassland Steering Committee meeting at 10 a.m. in Flatwoods, WV.

Foster reported on Quaterly meeting coming up.

Collins reported on the monthly phone calls with Davin White and urged supervisors to attend.

Sponaule reported on the Himalayan black berry issue. They are having issues trying to ID the species.

Dinah reported on the WVCEC meeting taking place on October 23rd, 2018 at the office at 10 a.m.

NRCS: Zomarys reported early sign ups for high tunnels in Harrison and strike force counties is going on. FCA for stock piling can also apply but will not be ranked till later in the year. Richard Law had a paper to pass out for the district to start carrying more water supplies. **Sponaule move to accept Richards proposal. Motion seconded by Coffindaffer. Sponaule moved to withdraw his motion.**

Coffindaffer move to have Richard Law supply the District with 8 kits of each proposal. Motion seconded by McClain. Motion carried.

FSA: Joel reported on the Farm Bill time line. They have a market facilitation program. It pays on corn, cotton, dairy, hogs, sorgum, soybean, and wheat. Standard FSA eligibility applies.

WVU Extension: no one present to report.

Forestry: Jesse thanked the District for being a sponsor of the Tri-District contest. 7 teams went to the state contest. Pocahontas County won followed by Roane County and Gilmer County. Fire season has started.

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

Robin reported the audit is in full swing, and the auditor is due back to the office on October 15th, 2018. The audit should be completed by the November meeting.

WFCD Report: Cheryl reported there is a copy of the quarterly report in their books for review, along with the annual report for FY18.

Conservation Agreements: none present today.


Set Date of Next Meeting: The next meeting will be held on November 14th, 2018 at 10 a.m. at the USDA Service Center, Mount Clare, WV.

Coffindaffer moved to go to executive session. Motion seconded by Sponaule. Motion carried.

Hannah moved to come out of executive session. Motion seconded by Sponaule. Motion carried.

Respectfully submitted,


Jane Collins, Secretary


Randy Plaugher, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:08 p.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 Agricultural Enhancement committee met on October 10, 2018, during the monthly WFCD board meeting and approved the following payments.

Name	Practice	Units	\$Paid	Check #
R. Huffman	Lime	100 Tons	\$2,000.00	
C. Sholes	Lime	21.92 Tons	\$438.40	
B. S. Stout	Nut. Mgmt.	13.4 acres	\$402.00	
S. Main	Lime	26.88 Tons	\$537.60	
A.Ward	Nut. Mgmt.	20 acres	\$600.00	
Ward Land and Cattle LLC	Nut. Mgmt.	20 acres	\$600.00	
			Total:	\$4,592.40


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 October, 10 2018 and cancelled the following contracts.

Name	Practice	Units	Amount Approved
D. Franz	Water System	Well	\$3,300.00
A.Stickel	Water System	Pipe and Trough	\$1,000.00
		TOTAL	\$4,300.00


Committee Chair

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

The Agricultural Enhancement committee met on October 10, 2018 and approved the following applications.

Name	Practice	Unit	\$ Amount
L. Spry	Water Development	Spring	\$1,200.00
J. Chapman	Water Development	Spring	\$1,200.00
J. Chapman	Water Development	Spring	\$1,200.00
Total			\$ 3,600.00


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.