

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

MINUTES

With a quorum being present, Chairman Plaugher called the November Board of Supervisors meeting to order on Wednesday November 14th, 2018 at 10:04 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
	Randy Plaugher	Steve Hannah
	Phil Osborne	Larry Sponaugle
		Bill McClain

Others Present:

- Dave Snowden, Thornburg CPA**
- Dinah Hannah, WFCD**
- Jennifer Skaggs, WVCA**
- Robin Ward, WVCA**
- Jared Nestor, NRCS**
- Jeremy Salyer, WVCA**
- Caleb Smith, WVCA**
- Jesse King, WV Div. Forestry**
- Cheryl Carlin, WFCD**

Welcome and Introductions: Dave Snowden reported on the audit report for FY18 that is in the supervisor's books for review today. Dave asked if anyone had any questions about the audit. He would prepare a completed draft for the Board to approve for the next meeting.

Jennifer had a short presentation on AgEP. Due to the presentation not loading, she will try to make an appearance at the December meeting.

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

Minutes: With no additions made, the October 10th, 2018 minutes will stand approved as mailed. Coffindaffer/ Sponaugle. Motion carried.

Financial Report: The WVCA financial reports for September and October are in the Supervisor's books for review. The balance sheet and income statement from John Law

CPA for October is present today. John Law CPA General and CDO account financials for October are present today.

The General Ledger from the District's Quickbooks® program for equipment rental and water supplies for the month of October is present today for the Board's approval.

Hannah/Coffindaffer. Financial reports will be filed for audit.

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

Randy Plaugher	\$ 484.86
Rebecca Jane Collins	\$ 495.66
William Coffindaffer	\$ 363.51
William McClain	\$ 98.25
Philip Osborne	\$ NA
Larry Sponaugle	\$ 483.21
James Foster	\$324.48
Richard Steve Hannah	\$94.68 <i>Totaling \$2,344.65</i>

Total gross spent to date: \$9,177.36

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

Approval of Invoices and Payments: Invoices are submitted from TVCD totaling \$40,350.00 for the O&M work completed on Salem Fork, Polk Creek, and the tree removal in Weston. The invoices submitted for Salem Fork are \$400.00 above the not to exceed amount. The Board questioned where the other \$400.00 came from. **Coffindaffer moved to table payment of the invoices received from TVCD until further explanation of the \$400.00 increase is received. Motion seconded by McClain. Motion carried.**

Board took a recess at 10:50am

Board back to session at 10:56am

Unfinished Business:

Ag Enhancement Program: Caleb reported on the payments presented today:

D. Cantis	Lime	44 Tons	\$880.00
B. Stout	Pasture D.F.	1,750 Ft	\$2,800.00
E. Short	Heavy Use Area	1,000ft	\$1,000.00
W. Suan	NM	20 Acres	\$600.00
T. Hawkins	Lime	73.13 Tons	\$1,338.40
S. Dolly	Lime	48 Tons	\$960.00
E. Short	NM	18.17 Acres	\$545.10
R. Flanagan	NM	20 Acres	\$600.00

McClain/Sponaugle. Motion carried. Approve the Payments.

Caleb reported on the cancellation presented today:

J. Chapman Water Development 2 Spring Dev. \$2,400.00

Coffindaffer/ McClain. Motion carried. Approve the Cancellation.

Caleb reported on having cooperators having issues with getting lime and getting the lime on the ground with the weather conditions being so wet this year.

Coffindaffer moved to have the lime contract applicants be contacted. If the applicants have lime on the ground, they have until May 15th to get it spread. If the applicants do not have lime, they have a onetime opportunity to back out of the contract penalty free. Motion seconded by Sponaugle. Motion carried.

Caleb will contact the current lime contract applicants.

OM&R Salem Fork & Polk Creek: The inspections have been completed, and some of the dams have been over grazed. The Board questioned their authority of enforcing the landowner to take action to ensure the longevity of the dam. Jeremy reported that they are not a policing agency, but partners such as the DEP have that type of authority.

Coffindaffer moved to have Robin send a letter and have a representative from DEP Dam Safety come to the January meeting to discuss the issue with the Board, and what the Board can do to resolve the issue. Motion seconded by Sponaugle. Motion carried. A copy of the letter will be forwarded to the Agency.

New Business

Committees to Review Policy Manual and Employee Manual: Chairman Plaugher assigned Jane Collins, Steve Hannah, Bill Coffindaffer, and himself to serve on the committee. The committee will meet on December 7th, 2018 at the USDA Service Center in Mount Clare at 10 a.m.

Supervisor Per Diem Rates: Jeremy reported the SCC approved the increase of Supervisor Per Diem rates from \$60.00 to \$80.00. It is at the Boards discretion to decide whether to increase to \$80.00 or stay at the current rate of \$60.00. There will be no increase in allotments from the Agency until maybe FY20. The Budgets have already been set. Jeremy encourages the Board to look at their previous expenses over the last years and see if they have the ability to take the increase. Coffindaffer moved to remain at the current rate of \$60.00. Motion seconded by McClain. Motion carried.

Correspondence:

WV Youth Environmental Program

Funding Requests: none at this time

Letters of Request: One LOR is present today for the Ag SP Listening Session Expense Reimbursement for \$283.36. **Coffindaffer/Collins. Motion carried.**

SPRP/EWP Project: Jeremy reported the SPRP program will become SSRP. SSRP is a cost share program. He does not have the final document yet. The Agency is still kicking around the agreement. He hopes to have the document by the next Board meeting, and have the document approved by the Board at the next meeting. He would like to get the document out to the Board before the next meeting, so they have a chance to review it. He also reports Brian sent letters to all sponsors of the Dams requesting meetings with them to address new agreements for reimbursements. Hannah would like a copy of the letter.

Board Member & Associate Supervisor Reports: Dinah reported on the CEC meeting. The letter presented today in correspondence was discussed in extent. Senior Conservation Camp had a little more attendance this year. The woman was going to try to get the Board the names of the students that attended from our District. Camp Mahonegon is for sale. Forestry camp may not happen this year. A new secretary has been appointed, and Dinah remains as the president. She is grateful for all the participation at the last meeting.

Jane reported on her attendance to the quarterly meeting. Tim Vanreenan talked about the legislative breakfast that will be at 7:30 a.m. at the Caperton Center. The grant from the NRCS is slow, and the farm bill is delayed. The RC&D bylaws have been revised, and they had an election of officers. The slate is staying the same. The Envirothon is scheduled for Canaan on April 17th, & 18th, and set up is on the 16th. They will need all the help they can get. The State Fair sign up for next year is available. The Century Farm deadline has changed, and District road signs can be purchased from the Association for \$193.66. All orders go to Jim Foster. She is still doing the conference calls with Davin White, and she appreciates everyone coming to the banquet.

Larry reported on the Himalayan Blackberry issue he has been working on and shared a document he received with the Board. He still has seen little progress from the Department of AG on getting the Himalayan Blackberry on the WV invasive species list. He would like to have a letter sent to the Commissioner's office requesting the strategic plan.

Randy reported his cattle did in fact die from acorn poisoning.

NRCS: Jared reported he is serving for 120 days while Jeff is still in Morgantown. Zomarys wanted Jared to report to the Board that she enjoyed working with them. Jared is servicing all three county offices. NRCS has received 6 high tunnel applications that will be processed, and the deadline is this Friday. They are continuing to take applications for the hay distribution, and the FCA for WFCD has been approved.

FSA: No one present to report

WVU Extension: Bruce provided a paper report in his absence. He reports on the extension dinner meetings coming up:
January 8th, 2018 at Jackson's Mill- Transition Planning

February 5th, 2018 at Jackson's Mill- Grazing
March 5th, 2018 at the West Milford Community Center- Ag in Appalachia
Mountaineer Cattlemen's College is November 30th, 2018- December 1st, 2018 at
Stonewall Resort.

Forestry: Jesse reported peak fire season is not high it is too wet. They have been focused on logging issues, helping the NRCS, and helping landowners manage their property.

WVCA Report: Jeremy reported with a paper report (*see attached*). Timothy Vanreenan asked Jeremy to add two additional questions to his report for the Board.
--What do you see as the future of conservation in your District?
--What needs to happen legislatively to make that happen?


Robin reported Bridgeport high school has a FFA chapter. It has been quiet in the office and she has been working on completing the Audit with Dave.

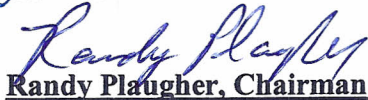
WFCD Report: Cheryl reported on selling a lot of water supplies. She has someone interested in attending the Grazing Conference, but he would like his son to attend. The District cannot sponsor the son, but the Board encouraged the son to look into other avenues such as the FFA for his sponsorship. Cheryl reported on receiving a call from Chester Sholes thanking the Board for their support dollars for his Lime practice.

Conservation Agreements: One agreement is present today.
Lloyd Spry, Harrison County, 86 acres
Coffindaffer/Sponaugle. Motion carried to approve the agreement.

Set Date of Next Meeting: The next meeting will be held on December 12th, 2018 at 10 a.m. at the USDA Service Center, Mount Clare, WV. Christmas Luncheon to follow the meeting.

Respectfully submitted,


Jane Collins, Secretary


Randy Plaugher, Chairman

Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:40 p.m.

**West Fork Conservation District
Board of Supervisors
Special Meeting
November 30, 2018**

MINUTES

With a quorum being present, Chairman Plaughter called the Board of Supervisors special meeting to order on Friday, November 30, 2018 at 10:07 a.m. at the USDA Service Center, Mount Clare WV.

Supervisors Present:

**Randy Plaughter
Bill McClain
Steve Hannah
Bill Coffindaffer
Jim Foster (via video conferencing)**

Others Present:

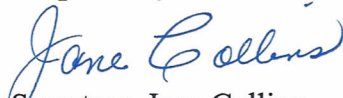
**Jeremy Salyer, WVCA (via video conferencing)
Robin Ward, WVCA
Cheryl Carlin, WFCD**

Plaughter stated that they were meeting to discuss the disputed invoices received from Tygart Valley Conservation District for O&M work performed on the dams. The July 9, 2018 monthly board minutes reflect that Jim Roy presented estimates for the TVCD crew to perform O&M work at Salem Fork, at a not to exceed amount of \$10,500.00. Motion was carried to pay this amount.

The office staff did not receive a copy of all the work orders in advance for some of the completed work. The total of the received invoices from TVCD for Salem Fork totaled \$400.00 over the not to exceed amount presented at the July 9th meeting. **Foster moved to approve an additional \$400.00 for Salem Fork O&M, from the not to exceed amount of \$10,500.00 to \$10,900.00, due to miscommunication. Motion seconded by Coffindaffer. Motion carried.**

Meeting Adjourned: 10:22 a.m.

Respectfully Submitted,


Secretary, Jane Collins

Chairman, Randy Plaughter



Minutes recorded by C. Carlin, Office Assistant WFCD

SEPT-2018

[illegible]

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

The West Fork Conservation Board of Supervisors met on November 14th 2018, during the monthly WFCD board meeting and approved the following payments.

[illegible]

Randy Blasby
Committee Chair

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

The West Fork Conservation Board of Supervisors met during the WFCD monthly board meeting on November 14th, 2018 and cancelled the following contracts.

Name	Practice	Units	Amount Approved
J. Chapman	Water Development	2 Spring Developments	\$2,400.00
		TOTAL	\$2,400.00


Committee Chair

Cheryl Carlin

From: Bruce Loyd <BMLOYD@mail.wvu.edu>
Sent: Wednesday, November 14, 2018 8:35 AM
To: Ward, Robin; Cheryl Carlin
Subject: RE: WFCD Board Meeting Minutes and Agenda

Robin and Cheryl,

I am not going to be able to stop the meeting this morning since it starts so late. I wanted to share dinner meeting information.

January 8 – Transition Planning, David Marrison, Ohio State University
February 5 – Grazing (exact emphasis to be determined), Ben Goff, WVU Mason County Extension Agent
March 5 – Ag in Appalachia: Implications of a Changing Climate, Jason Hubbard and Evan Kutta, WVU Davis College of Agriculture, Natural Resources and Design

Tentatively, January and February will be at Jackson's Mill and March will be at the West Milford Community Center.

In the past, the District had \$700 in their budget to support these programs. If that is not the case, I would request that support.

Other Dates

Mountaineer Cattlemen's College – November 30 –December 1, Stonewall Resort

Thanks,

Bruce



November 2018 WVCA Report

WVSCC Meeting:

The next West Virginia State Conservation Committee meeting will be January 8th @ 10:30 a.m.

WVACD Fall Quarterly Meeting

The Fall WVACD Quarterly Meeting was held October 16 & 17, 2018 at Flatwoods.

2018 WV Conservation Farm was awarded to D. Frank Masters' Farm, GVCD.

In addition to the Masters Farm, the Conservation Farm of the Year finalists included: Ward Grass Cattle, which is operated by James "Jay" Wallace in TVCD; and the Hunter Family Farm, operated by Luke and Mitsy Hunter in WCD.

Carrol Greene----Mark Fitzsimmons - NPCD

2019 Dates for the WVACD Quarterly Meetings

January 22 & 23	Flatwoods
April 22 & 23	Pipestem State Park
July 15 & 16	Highlands Event Center, Triadelphia
October 21 & 22	Flatwoods

AgEP:

Jennifer Skaggs will be scheduling meetings with each district to provide an overview of the AgEP program.

AgEP Timeline for 2019

- ❖ **January 31** - Deadline for CDs to submit program comments
- ❖ **Early February** – Review and organize comments received, develop options based on comments, have AgEP staff meeting to review comments received
- ❖ **February** - Comments reviewed and forms revised
- ❖ **Late February** - Revisions sent to CDs/staff for review
- ❖ **Mid-March** - CDs submit recommendations for upcoming FY practices
- ❖ **Late March** - State AgEP committee meeting to finalize upcoming FY AgEP, including allocation formula
- ❖ **April** - Presentation of upcoming FY AgEP to SCC

AgDay at the Capitol / Legislative Breakfast

AgDay will be held on January 30, 2019. There will be a Legislative breakfast at 7:30 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 (APE):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.

SSRP Program

CDs need to vote to approve the SSRP program to be eligible for funding allocation for the program. Final program documents will be provided and reviewed in November.

O&M Sponsor letters

Brian has sent letters to all current O&M sponsors requesting a meeting to review O&M agreements. These meeting should be scheduled in the months of November and December. He will be reviewing the AG opinion relating to the O&M agreements, have a tailored presentation for each sponsor, and review the 5-year maintenance plan.

Per Diem

The SCC voted on October 9, 2018 to increase the per diem cap for supervisors to \$80/day. Districts need to discuss and vote on whether they wish to increase their cap. No additional funding will be provided at this time. If your CD has reviewed their budget and determines they wish to increase from \$60 to \$80 (or somewhere in between), the travel and per diem policy needs to be amended.

WVACD questions to CDs

The legislative committee of the WVACD has asked CDs to answer the following questions to begin planning efforts for the 2020 legislative session:

What do you see as the future of Conservation in your District?
What needs to be corrected legislatively to make this happen?

Ag Strategic Plan Listening Session Reimbursement

Districts will be reimbursed expenses of up to \$350 for the meeting room and refreshments. The \$350 is the max." The LOR needs to be for "Reimbursement for Expenses related to Agriculture Strategic Plan Listening Sessions". Copies of all receipts to match the total need to be attached to the LOR. Also, as always, the board approval minutes.

WVCA Project Section:

OM&R

- Work for this season is ongoing in most districts. Approximately \$303,000 has been paid to date, there are contracts and additional work pending.
- 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.
- Annual fall inspections are completed for the South section. Reports are being prepared to submit to Sponsors and Districts.
- Annual Fall Inspections in the North will wrap up on November 7th. Reports will be available in December.

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 visits and generating stream management plans in response to the calls that are received.

SSRP

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

EWP

- The final work for the 2016 flood has started in Greenbrier County. This work is at the request of the County OES Directors.
- 2018 flood work in PVCD is complete.

Interagency Agreements

- Work on the Little Grave Creek Bank Stabilization project in Glen Dale with Marshall County and NRCS is underway. Work is anticipated to be complete in early November.

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 continues
- 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.