

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

January 8th, 2020

MINUTES

With a quorum being present, Chairman Plaugher called the January Board of Supervisors meeting to order on Wednesday January 8th, 2020 at 10:03 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) Cain**
 Randy Plaugher **Bill McClain**
 Steve Hannah
 Jim Foster **Phil Osborne**

Others Present: **Dinah Hannah, WFCD**
 Belva Junkins, WFCD
 Jeremy Salyer, WVCA
 Cheryl Carlin, WFCD
 Gene Sauborn, WVCA
 Brian Farkas, WVCA
 Brandon Duckworth, NRCS
 Jim Roy, WVCA

Welcome and Introductions:

Agenda Approval: With no additions or changes made to the agenda. **Foster/McClain.**
Motion carried. Approve today's agenda.

Minutes: With no additions made, the December 11th, 2019 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried.**

Financial Report: The WVCA financial reports for November are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for December is present today. John Law CPA General and CDO account financials for December are present today. The District QuickBooks report is available for the month of December as well. **S.Hannah/ Foster. Motion carried. Financial reports will be filed for audit.**

Supervisor Per Diem and Travel: Treasurer S. Hannah reported on the following Supervisor's Per Diem and Travel expenses for the month of November:

Randy Plaugher	\$660.70
Rebecca (Collins) Cain	\$703.96

William Coffindaffer	\$439.50	
William McClain	\$364.12	
Larry Sponaugle	\$371.96	
James Foster	\$800.28	
Richard Steve Hannah	\$352.54	
Philip Osborne	\$NA	<i>Totaling \$3,693.06</i>
Total gross spent to date:	\$19,211.14	

S. Hannah moved to approve Supervisor's November Per Diem and Travel as presented. Motion seconded by (Collins) Cain . Motion carried.

Approval of Invoices and Payments: None at this time.

Unfinished Business:

Ag Enhancement Program:

Foster reported on the following payments.

T. Reed, Lime, 90.82 Tons, \$1,816.40

Foster/Coffindaffer. Motion carried. Approve Payments.

In the committee meeting on December 19th, 2019 the following action took place:

Foster reported on the following payments;

B. White, Winter Grazing, 25.8 Acres, \$516.00

T. Hawkins, Winter Grazing, 50 Acres, \$1,000.00

L. Woodford, Lime, 24.45 Tons, \$489.00 *Totaling \$2,0005.00*

Foster/Coffindaffer. Motion carried. Approve payments.

OM&R Salem Fork & Polk Creek: Sauborn reported that the EOI master agreement from THRASHER has not been signed. He has reviewed the document and recommends the Board have an attorney review the document before signature is made. The Board does not have an attorney on retainer and will need to hire an attorney to review the document. **Foster moved to advertise for an attorney. Motion seconded by McClain. Motion carried.** The watershed committee will meet on January 29th, 2020 at 10 a.m. to review submitted information from interested attorneys. **McClain moved to give authority to the watershed committee to accept or decline attorneys that apply. Motion seconded by Foster. Motion carried.**

The watershed committee met on December 19th, 2019 and reviewed the draft agreement from Brian Farkas for a slope mower to be obtained by the City of Salem to mow the Salem Fork Dams. Provided today in the Boards packets is a draft copy of the agreement with the recommended changes made by the committee. **Coffindaffer moved to accept the agreement with the proposed changes. Motion seconded by McClain. Motion carried.** The new draft agreement will be sent to the City of Salem. Robin will check with the City of Salem of when they would be available to meet. Brian Farkas is available to meet January 23rd & 24th, 2020, January 27th, 2020, and the 1st or 2nd week of February 2020. The Board discussed if they are the ones to own the slope mower, then the piece of

equipment would need to be added to the insurance policy. Brian Farkas suggested seeking a government discount when purchasing the equipment.

Boyle/Fence Bid: Invoice has been paid, and the job is completed.

Water Gap Fence Site #4: Roy reported he plans to stake out the fence and meet with the landowners to discuss the proposal. Coffindaffer and S. Hannah will join Roy to visit with landowners.

Watershed Dam Signs: Cheryl reported the signs are ordered and are \$21.00/sign. She passed around a draft copy of what the signs will look like.

THRASHER Slip Proposal: Sauborn passed out a copy of the proposal with his recommended changes in red. He stressed the master agreement needs to be signed before the proposal can be signed. Other than his changes noted, the proposal looks good.

Public Dam Meetings: Robin reported from November 2019's minutes, the Board wants to have public dam meetings after the first of the year. Coffindaffer would like to have two separate meetings. One for Salem Fork dams, and one for Polk Creek dams. Salem Fork dam meeting would be on February 20th, 2020 at the Salem City building (*pending availability*) starting at 6 p.m. Polk Creek dam meeting would be on February 27th, 2020 at the Pricetown Volunteer Firehall (*pending availability*) starting at 6 p.m. Coffindaffer suggested chili and Subway sandwiches again, or refreshments of some sort. Robin and Cheryl would look into the availability of the locations.

Dam Inspection Reports: Robin reported on receiving an inspection report in the mail from the DEP concerning Salem Fork #11 and #12 dams. The DEP stresses in the report there are issues with these dams which must be addressed to keep the dam in compliance with the Dam Safety Act and Rule. Robin has forwarded the request from DEP to Kim Neal with the WVCA. Robin should hear back from WVCA if any action is needed on this.

Board recess at 11:23a.m.

Board back to session at 11:34a.m.

New Business

Lime Spreader Equipment: McClain reported Mr. Hardman is interested, and McClain plans to stop to talk to him after the meeting today. Plaugher and Foster have not been in contact with Reynolds equipment.

Policy Manual Review/ Employee Manual Review:

Policy Manual: The verbatim in the policy manual that states the District employee's reimbursed mileage rates needs to be changed to reflect "current GSA rates" instead of ".51/mile." **Foster/ S.Hannah. Motion carried.** The Board recommended the revised date be on the current policy manual.

Employee manual: Foster reviewed the manual and didn't see any changes that needed to be made other than the date on the cover needs to reflect 2020. **Foster/ Coffindaffer. Motion carried.**

Correspondence:

Watershed Committee Meeting Minutes
DNR New Stream Permit Procedures

Funding Requests: West Virginia Watershed Network (WVWN) \$100.00 sponsorship of the Annual Watershed Celebration Day. **Coffindaffer/ McClain. Motion carried.**

Letters of Request: Robin reported on the following LOR's present today;

Office Rent January 2020- June 2020, *totaling \$4,620.00*

CD Employee Q2 OND 19, *totaling \$4,408.25*

FY19 Audit, *totaling \$3,200.00*

Coffindaffer/McClain. Motion carried. Approve LOR's.

SPRP/EWP Project: no updates at this time.

Board Member & Associate Supervisor Reports: (Collins) Cain reported Sponaugle will be out for a while. He has surgery scheduled for January 23rd, 2020 at Ruby Memorial in Morgantown, WV.

Foster reported on the dinner meetings scheduled for the Doddridge County Park;
January 23rd, 2020 at 6 p.m. Maple Syrup.
February 13th, 2020 at 6 p.m. Hemp Production.
March 5th, 2020 at 6 p.m. Weed Control.

NRCS: Duckworth reported he still does not have a time table on programs. They are still taking sign-ups continuously. He will be out of the office one day next week for training with FSA. They are in the process of hiring the Soil Conservationist position. He completed a site tour to two high tunnel completions in Gilmer County yesterday.

FSA: no one present to report.

WVU Extension: no one present to report.

Forestry: no one present to report.

WVCA Report: Jeremy reported (*See paper report*).

Robin reported on the upcoming advertisement for the summer soil sampler intern. She asked the Board if they were interested in having the intern this summer, and how they wanted her to advertise for the position. (Collins) Cain recommended that the Board not offer the position since they have had difficulty the past few years with the interns.

Coffindaffer moved to not support the position this year. Motion seconded by

(Collins) Cain. Motion carried. Robin questioned how O&M funds were to be requested since the agreement process has changed. Farkas recommended sending the normal request letter with the addition of requesting a time to meet and discuss the agreement with the parties involved. Robin also wondered about the dam inspections, and when they will be done. The inspections will be held in the fall.

Brian reported the Governor is to address the public tonight on the Budget for FY21. He also reported that during the upcoming session Chapter 29 of the code will be opened. It will be opened to insert language to reflect the state committee is to appoint a person to work with the WVCA/WVDA for State flood resiliency advice.

WFCD Report: Cheryl reported on the updated lime spreader lease agreement that is available in the packets for the Board to review. The Board recommended Cheryl add a revision date to the document.

Conservation Agreements: None at this time.

Set Date of Next Meeting: The next meeting will be held on February 12th, 2020 at the Mount Clare USDA Service Center in Mount Clare, WV at 10 a.m.

Respectfully submitted,


Jane Collins, Secretary


Randy Plaucher, Chairman

Minutes Recorded by Robin Ward, District Manager, West Fork CD
The Board Adjourned at 12:33p.m.

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

Travel and Per Diem - Treasurer Approval for Payment

Month/Year ~~Oct~~ 2019

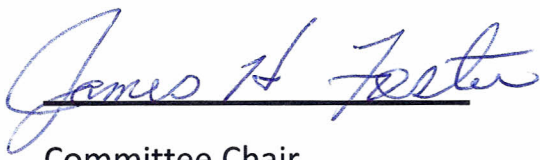
Nov

[illegible]

WEST FORK CONSERVATION DISTRICT
87 Ollie Lane Suite 104
MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on 1/8/20 and approved the following payments.

Name	Practice	Amount	Payment	Check #
T. Reed	Lime	90.82 T	\$1,816.40	
	Totalling		\$1,816.40	



Committee Chair

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

The Agricultural Enhancement committee met on December 19, 2019 via teleconference to approve the following payments.

Name	Practice	Units	\$Paid	Check #
B. White	Winter Grazing	25.8 ac.	\$516.00	
T. Hawkins	Winter Grazing	50 ac.	\$1,000.00	
L. Woodford	Lime	24.45 Tons	\$489.00	
			Total:	\$2,005.00

James H Foster
Committee Chair

**WEST FORK CONSERVATION DISTRICT
AgEP & Watershed Committee Meeting
December 19, 2019**

MINUTES

Members Present:	Bill Coffindaffer	Steve Hannah
	Randy Plaugher	Robin Ward
	Jim Foster	Cheryl Carlin

Call to order 10:06 a.m.

Unfinished Business:

AgEP Program:

Foster reported on the following payments;

B. White, Winter Grazing, 25.8 Acres, \$516.00
T. Hawkins, Winter Grazing, 50 Acres, \$1,000.00
L. Woodford, Lime, 24.45 Tons, \$489.00 *Totaling \$2,0005.00*

Foster/Coffindaffer. Motion carried. Approve payments.

Lime Spreader Update: McClain reported Hardman Trucking is interested in working with the District to house and repair the lime spreaders. Mr. Hardman is busy with end of the year tasks and would like to discuss things further after the first of the year. Plaugher thinks it would be a good idea to have the District spreaders dispersed throughout the borders of the District.

Plaugher reported he hasn't heard back from Reynold's Equipment. He and Foster are not real clear as to how the owner wanted to conduct business with the District but would have a meeting with him to discuss things later.

Robin reported on the invoice/ damage payment received from Mr. Richards concerning spreader #1. Our lime spreader policy states that a \$75.00 deposit may be forfeited in the event of damages received to the spreader. Mr. Richards has returned his payment less \$75.00, and Robin is wondering what she should do with his payment. The committee recommended Robin take what she has received, and the committee reviewed and changed the verbatim in their lime spreader rental agreement.


Robin reported she has an additional invoice from TVCD for O&M work done on Polk Creek. This invoice was initially a-part of the O&M funds previously approved at the September Board meeting. There was an error in invoices received by District Fiscal and this invoice did not get printed. The invoice is for \$4,600.00, and Robin has the check present today to be signed.

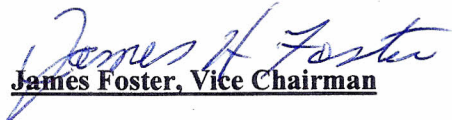
New Business:

Draft Slope Mower Lease Contract: A Draft contract received from Brian Farkas is present today for the committee to review and revise for the City of Salem to use with the District. The committee adjusted the lease contract for Robin to revise and have a draft copy for the next Board meeting. **Coffindaffer/ Foster. Motion Carried. To modify adjustments and send to the full Board for approval.**

Plaughter reported Saurborn would like to start having phone calls for maintenance updates on the dams, and would like to have a representative from each District to serve on the phone calls. Bill Coffindaffer is the West Fork CD representative.

Respectfully submitted,


Randy Plaughter, Chairman


James Foster, Vice Chairman

Minutes Recorded by Robin Ward, District Manager, West Fork CD
The Committee Adjourned at 11:03 a.m.



January 2020 WVCA Report

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 these reviews, please disregard this request.

The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.

WVCA Budget

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

WVSCC Meeting:

The next West Virginia State Conservation Committee meeting will be January 14th @ 10:30 a.m.

2020 Dates for the WVACD Quarterly Meetings

January 21 & 22	Flatwoods
April 20 & 21	CCD/Mardi Gras Casino & Resort
July 20 & 21	EPCD/Harpers Ferry Clarion Inn
October 19 & 20	Flatwoods

AGEP:

- **February 2020-** Comments reviewed and forms revised
- **March 2020-** State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2020-** Presentation of upcoming FY AgEP to SCC
- **May/June/July 2020-** CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs
- **June 15 2020-** Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

West Virginia Legislative Calendar

January 8, 2020 - First day of session

January 27, 2020 - Legislative Rule-Making Review bills due

February 11, 2020 - Last day to introduce bills in the House

February 17, 2020 - Last day to introduce bills in the Senate

February 23, 2020 - Bills due out of committees

February 26, 2020 - Last day to consider bill on third reading in house of origin

March 7, 2020 - Last day of session

AgDay

Legislative Breakfast is January 31, at 7:30 a.m. It will be held in Building 7, in the corner of the Capitol complex, across from the main Capitol Bldg., in the Gaston Caperton Training Center, on the second floor. Go to the top of the steps on the second floor and turn left. We will have directional signs pointing to the breakfast.

Water Resources Committee

At the last quarterly meeting the Water Resources Committee voted to support the WVCA plan to hold Watershed Committee meeting to review flooding, stream mitigation and dam repair and maintenance issues throughout the state. Therefore, they moved that WVACD encourage each District to send at least 1 representative to these periodic committee meetings that are scheduled by Gene Saurborn. **The first meeting was tentatively scheduled for December 11, 2019 in Flatwoods. This meeting will be held following the AgDay Breakfast at 9:15am.**

2020 WV State Fair Volunteer Schedule

The dates for this year's fair is from August 13th – August 22th. It is suggested that Supervisors contact their District Manager to sign-up for the time period(s) they wish to work.