

**WEST FORK CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS**  
December 11th, 2019

**MINUTES**

With a quorum being present, Chairman Plaughter called the December Board of Supervisors meeting to order on Wednesday December 11th, 2019 at 10:05 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 Plaughter**                      **Bill McClain**  
                                 **Steve Hannah**  
                                 **Jim Foster**                                      **Phil Osborne**

**Others Present:**      **Dinah Hannah, WFCD**  
                                 **Jeremy Salyer, WVCA**  
                                 **Cheryl Carlin, WFCD**  
                                 **Brandon Duckworth, NRCS**  
                                 **Jim Roy, WVCA**  
                                 **Lisa Thornburg, Thornburg CPA**  
                                 **Richard Law, NRCS**  
                                 **Caleb Smith, WVCA**  
                                 **Nick Millet, Fish and Wild Life Service**  
                                 **Bruce Loyd, WVU Extension**

**Welcome and Introductions:** A moment of silence was held for past supervisor Denzil Huff.

**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 November 13th, 2019 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried.**

**Financial Report:** The WVCA financial reports for November are not in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for November is present today. John Law CPA General and CDO account financials for November are present today. The District QuickBooks report is available for the month of November as well. **S. Hannah/ Coffindaffer. 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 October:

Randy Plaughter	\$902.42	
Rebecca Jane Collins	\$1686.65	
William Coffindaffer	\$717.58	
William McClain	\$231.92	
Larry Sponaugle	\$638.80	
James Foster	\$1762.41	
Richard Steve Hannah	\$186.70	
Philip Osborne	\$NA	<i>Totaling \$6,126.48</i>
<b>Total gross spent to date:</b>	<b>\$19,211.14</b>	

**S. Hannah moved to approve Supervisor's October Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.**

**Approval of Invoices and Payments:** City of Weston for \$2,961.40. **Foster/ McClain. Motion carried.** Tygarts Valley CD for \$8,000.00. **Coffindaffer/ McClain. Motion carried.**

**Unfinished Business:**

**Ag Enhancement Program:**

Foster reported on the following payments.

A. Stout, Lime, 150 T, \$3,000.00

**Foster/McClain. Motion carried. Approve Payments.**

Caleb reported (*See paper report*).

AgEP committee will meet on December 19<sup>th</sup>, 2019 at 10 a.m. at the Mount Clare office to make any additional payments and discuss future programs. The Board gave the committee the authority previously to make additional payments as necessary.

Gallagher is not charging the District for the fence kits, but they would like to be present to speak at events when the District used the kits.

Reseeding pasture walk TBA at the Burks farm in Spring 2020.

**OM&R Salem Fork & Polk Creek:** Chairman Plaughter reported Farkas sent a draft copy of the Ventrek mower contract for the Board to review. The Board would like to have a similar contract in place with the City of Salem for mowing of the dams. Upon notice of Farkas's schedule, the Board would like to set up a meeting with the Mayor and City Manager of Salem. The watershed committee will meet after the AgEP committee meeting on December 19<sup>th</sup>, 2019 to discuss the draft contract.

**Boyle/Fence Bid:** Roy reported the fence is finally installed and completed.

**Water Gap Fence Site #4:** Roy reported Dam Safety has approved this fence. The landowner has yet to approve the fence, and he is working on setting up a meeting time. The fence will be approximately 300 feet.

**Watershed Dam Signs:** Cheryl provided 6 (six) proofs for the Board to review of the signs. **Collins/ Coffindaffer. Motion carried. To create signs in accordance with proof number 5 (five) of 6 (six).**

**Dam Inspection Reports:** Everything is in good shape.

### **New Business**

**Lime Spreader Equipment:** Chariman Plaughter reported he and Foster went and spoke to Reynolds Equipment, and the owner is interested in working with the District to house, maintain, and manage the spreader rentals. McClain reported on speaking with Osborne and thought Hardman Trucking may be interested in housing a spreader for the District since they haul lime and have a pretty good location. The Board felt the AgEP committee should handle the lime spreader decisions and draft proposed contracts with potential equipment managers. McClain is going to talk with Hardman trucking to see if they would be interested, and Plaughter is going to look at setting a date to meet with Reynolds Equipment.

**Policy Manual Review/ Employee Manual Review:** The Board elected to have this put on the January agenda.

**FY19 Audit:** Lisa Thornburg reported on the audit for FY19. **Foster moved to accept the audit as presented. Motion seconded by McClain. Motion carried.**

### **Correspondence:**

WVACD Legislative Committee Update- Robin reported on an email received from Mr. VanReenan requesting feedback from the 14 conservation Districts pertaining to pollution concerns within their District. **S.Hannah moved that the West Fork CD is opposed to any action on the request from the WVACD legislative committee for ideas on a proposed levy tax against individuals and companies for pollution as referenced in the email from November 5<sup>th</sup>, 2019. Motion seconded by Foster. Motion carried.**

CEC Meeting Minutes  
NRCS FCA Update  
Envirothon Minutes

**Funding Requests:** none at this time

**Letters of Request:** An Emergency Water Tank LOR is present today for \$1,163.08. **Foster/ Coffindaffer. Motion carried.**

An OM&R State Supplemental Fund Program LOR is present today for \$160,000.00. **Coffindaffer/ Foster. Motion carried.**

An annual contribution for Salem Fork Flood Control Structures- Harrison County Commission is present today for \$8,000.00. **Foster/ McClain. Motion carried.**

**SPRP/EWP Project:** no updates at this time.

**Board Member & Associate Supervisor Reports:**

D.Hannah reported the CEC is doing well, and 16 members were present at the last meeting. Alan Miller will be really missed, and his passing was very sudden. Rudy Williams will be the new treasurer.

Osborne reported on being present at the food dessert meeting held by the NRCS.

Coffindaffer reported on 4 (four) applications being submitted for Farmland Protection to the Harrison County Commission. 2 (Two ) of those applications have been awarded, and the transfer fee has been increased by the Commission.

**NRCS:** Duckworth reported they are still operating without a timeline for applications. They are working on processing CSP extensions. The Soil Conservationist position here at the Mount Clare office closes this Friday and hopes to have a panel for selection soon. Law reported on a cooperater he knows that is actively bale grazing on a reclaimed strip and will report on this later.

**FSA:** no one present to report.

**WVU Extension:** Loyd reported on the winter dinner meetings. The Harrison County Ag. Agent position is posted and closes this week. It is now only a one county position. He reported on a 10-year study on fecal egg count in bulls, and the resistance to pour on wormers.

**Forestry:** Millet reported he is working with the water quality in the West Fork Watershed, and open to any opportunities to reduce erosion and sedimentation. They offer a fencing program to install fence. They recently got funding to help with perched culverts and low water bridges that block fish passage. They are going to have a brush mulcher available for rent in the near future, and currently have a no till drill seeder available for rent.

**WVCA Report:** Jeremy reported (*See paper report*). The water resource meeting is going to be scheduled for January. There is a potential for a mid-year budget cut of 4.6%. Farkas has mentioned the Districts will not see the cut.

Robin reported she has checks to be signed in the financial book, and the bank statements need to be initialed.

**WFCD Report:** Cheryl reported the newsletter is coming out.

**Conservation Agreements:**

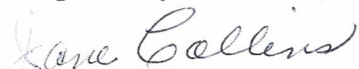
Kenneth Logwood, Lewis County, 87 acres

Gerald Hall, Lewis County, 96 acres

MccAlin/ Foster. **Motion carried. Approve and accept agreements.**

**Set Date of Next Meeting:** The next meeting will be held on January 8<sup>th</sup>, 2020 at the Mount Clare USDA Service Center in Mount Clare, WV at 10 a.m.

**Respectfully submitted,**



**Jane Collins, Secretary**



**Randy Plaugher, Chairman**

**Minutes Recorded by Robin Ward, District Manager, West Fork CD**

**The Board Adjourned at 12:29p.m.**

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

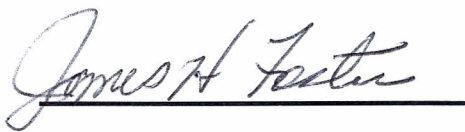
Travel and Per Diem - Treasurer Approval for Payment  
Month/Year Oct 2019

[illegible]

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

The West Fork Conservation District Board of Supervisors met on 12/11/2019 and approved the following payments.

Name	Practice	Amount	Payment	Check #
A.Stout	Lime	150 T	3,000.00	
		totaling	\$3,000.00	



Committee Chair

**Conservation Specialist Report**

**AgEP:** We have had a few AgEP completions trickle in over the past couple of weeks. I have visited each of those as well as the 2 Winter Grazing contracts. Once all paperwork is submitted, they will be good for payment.

I did receive an email from Lance Woodford that his lime is complete. It was too late to get on the board meeting. **Can we schedule an AgEP phone meeting later next week (12/16-12/20) to take care of any unpaid completed contracts?**

**Meetings and Trainings -**

State AgEP Meeting – Flatwoods – 12/10/19

State AgEP is considering adding 2 practices that I think could be a benefit to folks in our area. Summer Annual Reseeding and Bale Grazing (could possibly couple this with winter grazing). Bill Coffindaffer may be able to give you more detail on this. What are your thoughts? They will decide in March to make this available for districts to offer.

American Forage and Grassland Conference – South Carolina – 1/5-1/8

If there are any questions, feel free to give me a call.

Caleb Smith  
csmith@wvca.us  
681-313-0826



## **December 2019 WVCA Report**

### **WVSCC Meeting:**

The next West Virginia State Conservation Committee meeting will be January 14<sup>th</sup> @ 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:**

- **December 10, 2019** – State AgEP committee mid-year meeting to review allocation formula proposals and new practices. ECD conference room 10am
- **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 at the Capitol / Legislative Breakfast**

AgDay will be held on January 31, 2020. There will be another Legislative breakfast planned for that morning.

### **Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and 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.

### **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. A new date will be provided due to schedule conflicts.

### **Watershed LORs**

Agency staff will be contacting CDs that will have O&M work requiring LORs from the supplemental funding received. Please take action on this item quickly even if it requires a special board meeting.

### **Agreed Procedures Engagement (Audit):**

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.

### **2020 WV State Fair Volunteer Schedule**

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

### **Budget Update**

Faced with a possible \$100 million budget deficit, the governor has informed agencies to expect a 4.6 percent mid-year budget cut. This would amount to a \$551,000 mid-year cut to the WVCA's budget.

The plan is to absorb the cuts at the state agency level and maintain the 14 districts at current appropriations.

Districts should look for ways to trim expenses if the need arises in the FY2021 budget year. We should know more about future budget actions after the governor releases in FY2021 budget in January.