

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

February 12th, 2020

**MINUTES**

With a quorum being present, Chairman Plaugher called the February Board of Supervisors meeting to order on Wednesday February 12th, 2020 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 Cain**  
                                 **Randy Plaugher**                                      **Bill McClain**  
                                 **Steve Hannah**                                      **Larry Sponaugle**  
                                 **Jim Foster**    **Phil Osborne**

**Others Present:**            **Belva Junkins, WFCD**  
                                 **Cheryl Carlin, WFCD**  
                                 **Jim Roy, WVCA**

**Welcome and Introductions:** Chairman Plaugher welcomed Sponaugle back. He reported that he is on the mend.

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

**Minutes:** With no additions made, the January 8<sup>th</sup>, 2020 minutes will stand approved as mailed. **Coffindaffer/Cain. Motion carried.**

**Financial Report:** The WVCA financial reports for December and January are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for January is present today. John Law CPA General and CDO account financials for January are present today. The District QuickBooks report is available for the month of January as well. **Coffindaffer/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 December:

Randy Plaugher	\$327.00
Rebecca (Collins) Cain	\$264.12
William Coffindaffer	\$536.92
William McClain	\$164.08
Larry Sponaugle	\$NA

James Foster	\$685.60
Richard Steve Hannah	\$183.80
Philip Osborne	\$170.46-Oct. \$143.78-Nov. \$154.22-Dec.
	<b>Totaling \$2,629.98</b>
	<b>Total gross spent to date: \$21,841.12</b>

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

**Approval of Invoices and Payments:** None at this time.

**Unfinished Business:**

**Ag Enhancement Program:**

Foster reported on the following payments for the Emergency Water Tank Program;

J. Gifford	Cattle	30	\$ 543.44	\$ 271.72
E. Burnside	Cattle/Goats		\$ 906.28	\$ 400.00
W. Hall	Cattle	60	\$ 1,074.97	\$ 400.00
L. Fleming	Cattle	6	\$ 182.71	\$ 91.36
				<b>Totaling \$1,163.08</b>

**Foster/Coffindaffer. Motion carried. Approve payments.**

**Fence Kits:** Caleb has been answering questions about practices and making a few farm visits. An AgEP Committee Meeting is scheduled for February 21<sup>st</sup> at 10 a.m. At yesterday's staff meeting Caleb discussed adding more ranking points for education attendance but they didn't support it; 3 new AgEP programs were discussed -- summer annual reseeding, bale grazing and forest roads; and there were a few changes made to the verification form. The staff passed the idea to require supervisors and relatives to have applications approved outside of their District. A field day is still planned at Burkes. Jennifer and Ed are thinking to contact Sam Garrett for a reseeding program on his farm. All fence supplies to make 2 complete kits are on hand. Extension is looking for the people who need rotational grazing. He wants to purchase a Rubbermaid water trough for each kit so we have 2 stand-alone rotational grazing kits. We can give them to cooperators to try for a couple of weeks. **Cain moved to have Caleb get supplies for the fencing kits. Motion seconded by McClain. Motion carried.**

**OM&R Salem Fork & Polk Creek:**

**Water Gap Fence Site #4:** Jim Roy hasn't gotten anything done yet on #4 due to weather and time constraints. He reported that Polk Creek #1 is overgrazed. The District needs to send a letter stating that no cattle are to be grazed in wet or snowy conditions. There should be another letter sent to Gene Saurborn, Ed Martin and Dam Safety, asking them to help alleviate the situation.

**Coffindaffer/McClain. Moved to send a letter to the land owner, certified mail, to remove the cattle from the dam and to cease the overgrazing. Motion carried.**

**Watershed Dam Signs:** Coffindaffer reported that he has purchased the posts and hardware for the dam signs at approximately \$9.50 per post. He will work with Jim Roy to get them placed at each dam site.



**THRASHER Master Agreement:** Foster has an attorney that is willing to look at the contract. The attorney will let us know if he is willing to review it. If not, the office staff will contact Conrad Gall, whose office is in Fairmont, to see if he will review it.

**Public Dam Meetings:** Cheryl reported that Jim Roy and Dam Safety will be presenting at the dam meetings. Plans were made as to what to serve for the meal.

**City of Salem Slope Mower Agreement:** The City of Salem met and had their attorney review the agreement. The City made adjustments to the agreement presented today. **Coffindaffer moved to approve the agreement as amended by the City of Salem. Motion seconded by McClain. Motion carried.**

**Slope Mower Purchase Bids:** Robin needs to talk to Eastern Panhandle CD to get a copy of their bid letter. **Coffindaffer/Osborne. Coffindaffer moved for the Executive Committee to meet on February 21, 2020 at 9 a.m. to compose a bid letter. Motion seconded by Osborne. Motion carried.** Jane is not available that day so passed her place to Coffindaffer.

**Dam Inspection Reports:** Jim Roy is working on the O&M reports.

**Lime Spreader Equipment:** McClain reported that Hardman's is not interested, but Swisher's Feed is considering it.

**713U Agreement:** Put on next month's agenda.

**Board recess at 11:15a.m.**

**Board back to session at 11:25a.m.**

**New Business:**

**POW:** Reviewed and amended.

**District Personnel Plan:** The District Personnel Plan is present today. **Foster/Coffindaffer. Motion carried. Approve the Plan**

**Century Farm:** There are two Century Farm applications present today. **Cain moved to have D. Hannah and a Supervisor from the corresponding County to review the Century Farm applications. Motion seconded by Sponaule. Motion carried.**

**Grassland Evaluation Contest:**

Contest will be held April 10 at the Beef Expo. **Coffindaffer moved to provide pizza and porto-potties for the contest. Motion seconded by Sponaule. Motion carried.**

**Correspondence:**

City of Salem/ Slope Mower Agreement Meeting-Minutes

**Funding Requests:** WVU Soils Team – Coffindaffer moved to fund \$300.00 to the WVU Soils Team. Motion seconded by Foster. Motion carried.

**Letters of Request:** None at this time.

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

**Board Member & Associate Supervisor Reports:**

Steve Hannah reported that Dinah had cataract surgery. He just received a call that his aunt was taken to the hospital, so he excused himself from the meeting.

Foster reported changes to House Bill 44-01; wording was added to 19-21 A-4, as well as, adding a new section, Section 13. April 10 is the date for the Grassland Field Day in Potomac Valley. He submitted scholarship news releases to local newspapers. The Century Farm signs will be replaced if they are worn out. The 100 year timeline for the Century Farm is anytime within that calendar 100<sup>th</sup> year. The poster and photo contests and the District of the Year contest are in July. Jr. Conservation Camp is June 15-20 at Cedar Lakes. Sr. Camp is June 15-20 at Camp Caesar. The Association is in the process of forming a foundation for education and training. There is a hemp meeting at Doddridge County Park at 6 p.m. on Feb. 13.

Cain reported that the Quarterly Meeting was Jan. 21-22 at Flatwoods. They are starting to recognize 250 year old Century farms. She is asking that the District provide the poster board for the Poster Contest. The theme for the State Fair is “clean water, let’s make it perfectly clear”. Thon Ashman is working on a middle school Envirothon. There were 54 bidders at the auction. Eight \$1,000 scholarships were presented, with our District receiving one. The Samara test is online now. Farkas gave talking points for the legislature at Ag Day. The Wes-Mon-Ty RC&D is still looking for an assistant. The Ag Hall of Fame applications need to be in by Feb. 24<sup>th</sup>.

Belva asked the Board’s permission to attend the State Fair, with her expenses being paid. **McClain/Cain. Motion carried. To pay all of Belva’s expenses to attend the State Fair.**

Randy reported that the Grazing Lands Steering Committee doesn’t have a date yet for the Statewide Ag Field Day at the Lucas Newcomer Farm.

**NRCS:** Duckworth reported (See paper report)

**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 was unable to attend. But left a report with Cheryl. She has received O&M dollars from the City of Weston, and the Lewis County Commission. She will be working on getting LOR match dollars. She has received Beef Expo information from the WVU Extension Service.

**WFCD Report:** Cheryl reported on the Supervisor's unclaimed board meeting materials being available in their mailboxes.

**Conservation Agreements:** None at this time.

**Set Date of Next Meeting:** The next meeting will be held on March 11th, 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 Cheryl Carlin, Office Assistant, West Fork CD  
The Board Adjourned at 12:18p.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 DEC 2019

[illegible]

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

The West Fork Conservation District Board of Supervisors met on 2/12/20 and approved the following payments for the Emergency Water Tank program.

Name	Practice	Amount	Receipts	Payment
James Gifford	Cattle	30	\$ 543.44	\$ 271.72
Eric Burnside	Cattle/Goats	20/60	\$ 906.28	\$ 400.00
Worthy Hall	Cattle	60	\$ 1,074.97	\$ 400.00
Larry Fleming	Cattle	6	\$ 182.71	\$ 91.36
	<b>Totaling</b>			<b>\$1,163.08</b>

  
Committee Chair

**USDA-NRCS**

**West Fork Conservation District Board Meeting**

**February 12<sup>th</sup>, 2020**

NRCS staff are attending training on 2/12/2020 and 2/13/2020, but Jennifer Metheny will have the office open those days.

- Staffing
  - Zomarys Dumeng has accepted a District Conservationist position in Newton Kansas. She begins work there on 3/30/2020.
  - Christopher Toothman was hired as the new Soil Conservationist in Mount Clare starting 2/3/2020.
- Upcoming Program Information
  - The application cut off for applications for NRCS' FY 2020 funding cycle will be March 20<sup>th</sup>, 2020. Please have anyone interested in participating submit and application prior to that date.
  - At the next district board meeting I would like to set up our 2020 local work group meetings.

As always, please let me or my staff know if you need anything at all. I look forward to seeing you guys in March.

Brandon Duckworth

District Conservationist



## **February 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.**

### **Engineering Expression of Interest**

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams.

Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

### **Conservation Farm Tour**

It is time for districts to be thinking about the farm families to be awarded. CDs should have their district winners by May 31.

### **WVSCC Meeting:**

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

### **2020 Dates for the WVACD Quarterly Meetings**

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

Registration information regarding the CCD and EPCD meeting will be sent out from the WVACD

### **Agricultural/Conservation Day at the Capitol**

Brian would like to thank all the Conservation Districts and Supervisors for your help and support at the recent Ag/Conservation Day. We would also request that you continue to stay in contact with your representatives and support our Budget and Bills.

### **O&M Sponsor letters**

Brian has asked for DMs and supervisors check to see if County Commissions and cities who signed the agreements in 2019 have paid. If not, an invoice needs to be sent and supervisors need to follow up.

### **WVACD Contests**

All **photos** are due in the WVACD office in Sutton by July 1.

All **posters** are due at the July Quarterly meeting before the standing committees break to meet. Please get your schools and community involved in both of these contests. 2020 poster theme is "Where Would We BEE Without Pollinators?"

**Education District of the Year** entries are due on the first day of the July Quarterly Meeting.

**WVACD Scholarship applications** are due on the first Monday in March at the WVACD Office in Sutton. Please contact the schools in your district to be certain they have the correct information on scholarships.

### **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**

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

### **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.

### **Clements State Tree Order Form**

All districts were emailed the order form from the state tree nursery.

### **Ag/Forestry Hall of Fame**

Nomination forms can be found here:

<https://agriculture.wv.gov/divisions/executive/Documents/2020%20AFHOF.pdf>.

All forms should be sent to West Virginia University Extension Service, c/o Robin Rupenthal, 809 Knapp Hall, PO Box 6031, Morgantown, WV 26506 or emailed to [JOWilliams@mail.wvu.edu](mailto:JOWilliams@mail.wvu.edu) and must be received by close of business on Monday, February 24, 2020.

For more information, visit <https://agriculture.wv.gov/divisions/executive/WVAFHOF/Pages/default.aspx>