

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
March 18th, 2020
Special Meeting

MINUTES

With a quorum being present, Chairman Plaughter called the Special Board Meeting of Supervisors to order on Wednesday March 18th, 2020 at 1:03 p.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 Plaughter **Bill McClain**
 Steve Hannah **Larry Sponaugle**
 Jim Foster

Others Present:
 Cheryl Carlin, WFCD
 Robin Ward, WVCA
 Jeremy Salyer, WVCA

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

Unfinished Business:

Slope Mower Purchase Bids: Plaughter reported on an error in our bid processing at the last Board meeting. All Bids were not accepted at the right time, and bids were prematurely opened. As a result, the Board needs to rebid for the slope mower. **Foster moved to rescind his motion from the March 11th, 2020 Board meeting. Motion seconded by McClain. Motion carried.**

Coffindaffer moved to repost the bidding for the slope mower by March 20th, 2020 and have new bids submitted by April 3rd, 2020 by 4 p.m. with bid opening on April 8th, 2020 at 9:15 a.m. Motion seconded by McClain. Motion carried.

THRASHER Master Agreement- Attorney Procedures: Robin reported on hearing back from Conrad Gall about the master agreement. However, she feels she is not the right contact person and she is wondering who from the Board is to review the agreement. Jeremy informed that the WVCA is not responsible for action on this agreement, and it is up to the Board to review the agreement and move forward. The Board designated Sponaugle to be the representative to communicate with Conrad Gall on this issue.

Office Management- COVID19: Jeremy reported on the steps the Agency is taking for their employees. Robin can telework from home if she chooses. The Agency is working on getting Robin a cell phone to use so cooperators can still reach the District when the office is closed. Other Districts are following what the NRCS has implemented with the questionnaire to be answered before entrance into the service center. Brian is seeking how District offices plan to conduct themselves in this situation.

The Board decided to implement if Robin teleworks from home, Cheryl would work in the office with the door locked and the NRCS questionnaire on the door. If Robin would receive phone calls at home via Agency cellphone, she would report calls to Cheryl. Robin questioned the Board if the office shuts down completely and Cheryl has to stay home, would there be back pay for her? **Foster/Coffindaffer. Motion carried. To approve back pay for Cheryl if the office closes.**

Respectfully submitted,

Jane Collins, Secretary

Randy Plaugher, Chairman

**Minutes Recorded by Robin Ward, District Manager for West Fork CD
Foster/Cain. Motion carried. The Board Adjourned at 1:40 p.m.**