

**WEST FORK CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS**  
April 8th, 2020

**MINUTES**

With a quorum being present, Chairman Plaughter called the April Board of Supervisors meeting to order on Wednesday April 8th, 2020 at 9:04 a.m. via teleconference from the USDA Service Center in Mount Clare, WV.

Supervisors Present: **William Coffindaffer**                    **Jane Cain**  
                                 **Randy Plaughter**                    **Bill McClain**  
                                 **Steve Hannah**  
                                 **Jim Foster**                                    **Phil Osborne**

**Others Present:**    **Belva Junkins, WFCD**  
                                 **Cheryl Carlin, WFCD**  
                                 **Jim Roy, WVCA**  
                                 **Sigrid Teets, WVCA**  
                                 **Robin Ward, WVCA**  
                                 **Caleb Smith, WVCA**  
                                 **Brandon Duckworth, NRCS**  
                                 **Jeremy Salyer, WVCA**  
                                 **Dinah Hannah, WFCD**

**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 March 11<sup>th</sup>, 2020 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried. Approve minutes.**

With no additions made, the March 18<sup>th</sup>, 2020 special meeting minutes will stand approved as mailed. **Foster/ McClain. Motion carried. Approve minutes.**

**Financial Report:** The WVCA financial reports for March are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for March is present today. John Law CPA General and CDO account financials for March are present today. **S.Hannah/McClain . 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 February:

Randy Plaughter	\$478.50	
Jane Cain	\$1096.70	
William Coffindaffer	\$427.20	
William McClain	\$401.90	
Larry Sponaugle	\$152.50	
James Foster	\$1023.70	
Richard Steve Hannah	\$115.65	
Philip Osborne	\$NA	<i>Totaling \$4,696.15</i>
<b>Total gross spent to date:</b>		<b>\$32,024.09</b>

**S. Hannah moved to approve Supervisor’s February 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:** Caleb reported having received about 7-8 calls about practices getting completed. He is having to work from a hands-off approach, but he is able to utilize NRCS to do site visits. To date, several contracts have been completed and he is estimating about 25% more to complete to wrap up the year. He reports that he has taken a position with the NRCS as a soil conservationist in Fairmont, WV, and his last day with the Agency is April 24<sup>th</sup>, 2020. He thanked the Board for his experience working with him, and he will miss working with everyone. He hopes to have everything in order before he leaves. Sigrid Teets, the conservation technician with the TVCD, will be transferring into Caleb’s open position with the WFCD/MCD. She is going to be covering all three District’s until the position is filled at TVCD. She will begin working out of the West Fork office as her home office after Caleb leaves.

He also reports that due to the Covid-19 situation, the field day scheduled for this spring at the Burkes farm is canceled. She still has the seeds and Caleb will need to get in contact with her.

Caleb is wondering if the Board is ok with him using pictures, videos, and facetime to complete site visits of contracts. **Foster/ Coffindaffer. Motion carried. Approve Caleb’s request.**

S. Hannah expressed a concern for cooperators being able to rent lime spreaders while the office is closed. He feels that if Foster and Sponaugle are renting their spreaders, that the District should offer rentals as well to be fair.

Caleb reported on having 10 more lime applications to be completed. The Board would like for cooperators to be able to complete lime contracts while the office is closed and is concerned about getting income for their general account. Coffindaffer reported that he would be willing to take full responsibility of management and administration of equipment rentals while the office is closed, and cooperators

needing equipment rentals could call his house to set up rentals. He would need to get lease agreements from Cheryl.

Cheryl reported she is willing to help with equipment rentals from the office but doesn't want to touch the paperwork and risk being exposed. She doesn't want to take the chance of taking the virus home to her husband who has lung issues. She also expressed concern for the Supervisors being exposed as well and wondered if there was a way to handle the rentals without face to face interaction. Plaughter assured Cheryl that they would be fine to handle the rentals.

Caleb reported on the penalty that is in place for this fiscal year if cooperators do not finish their contracts. He asked the Board what they would like to do. Since an appeal process is in place provided by the AgEP admin agreement. The Board took no action on dropping the one-year penalty on incomplete contracts. Also, no discussion was made on an extension of contract deadlines.

Duckworth reported on being able to assist the District with site visits, and they have recently checked C. Burnside's water development.

**Fence Kits:** Caleb reported that with the Covid-19 situation he has not gotten the remaining supplies for the kits. He is hopeful to fill Sigrid in on the plan for the fence kits moving forward, and Cheryl, Robin, or a Supervisor can finish assembling the kits. Caleb has a list of remaining supplies needed for the kits, and he will give the list to Robin. Osborne volunteered to finish assembling the fence kits.

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

**Polk Creek 2020 Maintenance:** Roy reported on having work orders ready for the O&M work needed on the Polk Creek watershed dams. **Coffindaffer moved to have Roy get a not to exceed price from TVCD for the O&M work needed. Motion seconded by Foster. Motion carried.**

**Water Gap Fence Site #4:** Roy reported due to the Covid-19 issue he has not gotten a quote yet from Bill Donaldson for the work needed.

**THRASHER Master Agreement:** The Board discussed the Attorney's opinion and compared the opinion against the master agreement. **Foster moved to request THRASHER to amend their agreement to reflect 45 days for payment with no penalty instead of 30 because of how the payment process works with the State. Specifically, section 4.1 of the agreement would reflect the modification of the agreement, and section 4.2 would reflect the no interest or penalty. Motion seconded by Coffindaffer. Motion carried.**

**Dam Inspection Reports:** nothing new to report.

**Slope Mower Purchase Bids:** Cheryl reported on receiving one bid dated 3-30-2020 from Advantage Power Equipment (Middletown Tractor) in Buckhannon, WV for a Ventrek slope mower. The bid is for \$27,620.50. S. Hannah suggested having someone review the specs requested against the specs in the received bid. **Coffindaffer moved to**

**accept the bid as presented today for \$27,620.50 and have Plaughter and Foster review the specs. Motion seconded by Foster. Motion carried.** Robin will send a letter to the winning bidder pending approval from Foster and Plaughter.

**New Business:**

**Soil Sampler:** The Board felt that with the Covid-19 situation, and changes with staff within the District it is not a good year to offer this service. Cheryl reported that she would put a section in the newsletter informing cooperators that the District will not be offering soil sampling this year and would put information in the newsletter for cooperators to take their own samples. Duckworth reported that the NRCS would also be able to assist with cooperators taking soil samples.

**District Employee:** Cheryl excused herself from the meeting. Robin reported on Sponaugle requesting for this to be put on the agenda for this meeting, and she reports that Cheryl has been with the District for 5 years. **Foster moved that effective July 1, 2020 Cheryl be offered 2 weeks of paid leave, and an increase in pay of \$2.00/Hr to bring her hourly pay to \$13.25/Hr. Motion seconded by Cain. Motion carried.** Robin will get with Melinda to budget this expense.

**Conservation Farmer:** Plaughter reported the WVCA has been thinking about changing the program to an every other year event, and this year would be a good year to take off because of the Covid-19 pandemic. Coffindaffer suggested having a District farmer. Foster reported on knowing someone he was thinking about asking to recognize. Jeremy reported that the Agency will probably cancel the State contest, but Districts can still recognize a farmer at the local level and possible help that farmer be prepared for the State contest the following year. Plaughter suggested to keep this on the agenda, and for Supervisors be thinking of farmers to recognize.

**POW Review:** The Board reviewed the POW and saw no changes to be made. **Foster/Coffindaffer. Motion carried. Accept the POW as it is presented.**

**Correspondence:**

Budget Committee Meeting minutes- **Coffindaffer/ S. Hannah. Motion carried. To accept and approve the proposed budgets for the CDO and General Accounts for FY21 as presented in the minutes.**

**Funding Requests:** None at this time.

**Letters of Request:** One LOR is present today for the CD Employee for Q3. Robin does not yet have the paperwork from Melinda for the LOR. **Foster/ Coffindaffer. Motion carried. Approve LOR pending paperwork from Melinda.**

**SPRP/EWP Project:** Jeremy reported of still being in limbo, but the rules did get finalized.

**Board Member & Associate Supervisor Reports:** Coffindaffer reported on his volunteer to get equipment rentals out. He didn't mean to step on anyone's toes. The Board thanked Coffindaffer for taking that responsibility, and Plaughter and S. Hannah will assist Coffindaffer if he is not available.

Cain reported the National Environthon Contest has been canceled. The WV Environthon Committee is still up in the air about having the State contest. There are a lot of individuals on the committee that feel the contest should go on. However, Cain does not feel that it is fair for the kids participating and is in favor of canceling the event for this year.

Plaughter reported on receiving an email from Kristy Hicks. They are not having the field day for the Steering Committee.

**NRCS:** Duckworth reported they are still trying to conduct business as usual. They have one person in the office every day. Rex is here 2x a week doing field work. They are not setting up appointments with producers. March 25<sup>th</sup> was the deadline for signups, and Zomarys is in route to Kansas.

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

**WVU Extension:** no one present to report.

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

**WVCA Report:** Jeremy reported the ¼ meeting has been cancelled, and the majority of his report was covered with Board meeting discussions.

Robin is wondering what the Board would like to do moving forward with the location of their monthly Board meetings given the current situation of the Covid-19 virus. The May meeting was scheduled for the Vandalia building in Lewis County. The Board decided that it would be best to have the May meeting at the Mount Clare office unless we are still quarantined, and at that point the meeting would be teleconferenced. The June meeting would be TBA with Gilmer County, and the July meeting would be held at the Vandalia building in Lewis County. The August meeting would be in Doddridge County.

Robin reported on a current issue the Board needs to be notified about with the lime spreader rental process at Foster's. The last rental that took place at his farm, the cooperator was charged an extra \$25.00 for the spreader being returned dirty. The current lease agreement that is signed by the cooperator for rental does not state the cooperator will be charged a certain amount for cleaning of the spreader. The current lease states if the spreader is returned ungreased and dirty, the cooperator will forfeit the deposit of \$75.00. At that point the cooperator should then pay \$150.00 for cleaning of the spreader and a day's rental. That is how the procedure works within the office. Robin is suggesting to the Board if they would like to charge a certain amount to cooperators for the cleaning of the spreaders they need to amend their agreement to outline that process so they would

be covered in the event a cooperater would take action in a faulty situation. The District has received a check from the cooperater for \$100.00, the days rental and cleaning of the spreader. Also, in conjunction with this rental an invoice has been received from Foster for \$25.00 to pay him for cleaning the spreader.

**Coffindaffer/ Cain. Motion carried. To pay Foster \$25.00.** The Board took no action on amending their lime spreader lease agreement and felt since the cooperater hasn't made a complaint and Foster is satisfied there is no issue to address.

Robin reported on having the FY21 applications ready from Caleb and wondered when the Board would like to have the applications posted on the webpage. The Board asked to have this on the agenda for the next meeting.

**WFCD Report:** Cheryl reported working on the newsletter and asked the Board if there was anything they wished to have her add to the newsletter. She thanked the Board for her raise.

**Public Comments:** No comments were received from the public.

Foster wondered what amount should be charged for per diem today. S. Hannah suggested only charging half a day of \$40.00. Belva wondered if she would receive pay for attending the meeting today. The Board reported she does not receive per diem, only reimbursed mileage.

The Board discussed the sad news of Osborne's wife passing, and what actions should be taken by the Board for support. The Board would wait to hear what the obituary wishes and go from there. The Board is extremely sorry for Osborne's loss.

**Conservation Agreements:** There are two agreements present today:

Charles Joseph Saas, Harrison County, 113 acres

Rudolph Egberts III, Doddridge County, ?? acres

**Foster/ McClain. Motion carried. Approve conservation agreements.**

**Set Date of Next Meeting:** The next meeting will be held on May 13th, 2020 at the Mount Clare USDA Service Center in Mount Clare, WV at 9 a.m.

Respectfully submitted,

**Jane Collins, Secretary**

**Randy Plaughter, Chairman**

**Minutes Recorded by Robin Ward, West Fork CD**  
**The Board Adjourned at 11:06 a.m.**