

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
June 10th, 2020

MINUTES

With a quorum being present, Chairman Plaughter called the June Board of Supervisors meeting to order on Wednesday June 10th, 2020 at 9:02 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 **Larry Sponaugle**
 Jim Foster **Phil Osborne**

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

Welcome and Introductions: none

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 May 13th, 2020 minutes will stand approved as mailed. **Coffindaffer/ McClain. Motion carried. Approve minutes.**

Financial Report: The WVCA financial reports for May are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for May is present today. John Law CPA General and CDO account financials for May are present today. Quickbooks report for May is also available. **Foster/ S. Hannah. 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 April:

Randy Plaughter	\$217.50
Jane Cain	\$160.00
William Coffindaffer	\$126.00

Larry Sponaugle	\$80.00	
James Foster	\$ NA	
Richard Steve Hannah	\$168.30	
Philip Osborne	\$ NA	<i>Totaling \$751.80</i>
Total gross spent to date:		\$36,017.34

S. Hannah moved to approve Supervisor’s April Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

S.Hannah moved to approve Bill McClain’s April Per Diem and Travel for a total of \$40.00. Motion seconded by Coffindaffer. Motion carried. Total gross spent to date: \$36,057.34

Approval of Invoices and Payments: None present today.

Unfinished Business:

Ag Enhancement Program: Sigrid reported it is a busy time for the AgEP program. The FY20 AgEP finished with an 80% completion rate. She reported on 3 appeals present today. One appeal present from M. Burke requesting no penalty for FY21 Lime application. Another appeal from J. Brown requesting a deadline extension to September 1, 2020. Because FY20 contracts cannot run into FY21, an extension is not possible. They would have to re-sign the contract for FY21. **Sponaugle moved to waiver the penalty for M. Burke and J. Brown for lime contracts for FY21. Motion seconded by McClain. Motion carried.** They would have to re-sign their projects and go through the ranking process again.

The third appeal is for L. Spry who completed his pasture division fence of 890Ft for \$1,424.00. He assumed his project had to be complete by May 29th, but his bills didn’t need to be received. He dropped his paperwork off after the deadline, and Sigrid is wondering if payment can still be made. **Foster/ McClain. Motion carried. Pay L. Spry for his pasture division fence.**

A payment for S. Frame, Lime, 45 Tons, \$900.00 comes out of committee for report.

Robin reported as of close on May 31st, 2020 the AgEP fund only has \$38,590.02. With S. Frame payment of \$900.00 yet to clear, the total amount available for payment is \$37,690.02. The total amount of payments to be made today exceeds the amount available in the AgEP fund. The Board would need to move \$3,194.73 from the general funds to cover todays payment. **Coffindaffer/ Foster. Motion carried. To move \$3,194.73 from general funds to the AgEP fund in the interest-bearing account.**

Sigrid reported on the following AgEP payments:

R. Suan	Frost Seeding	23.4 ac	\$351.50
T. Hawkins	HUA	2000 sq ft	\$2,500.00
Ward Land & Cattle LLC	HUA	2000 sq ft	\$2,500.00

W. Suan	HUA	2000 sq ft	\$2,500.00
G. Short	HUA	2000 sq ft	\$2,500.00
T. Reed	HUA	2000 sq ft	\$2,500.00
R. Stenger	Lime	137.15 tons	\$2,743.00
M. Zinn	Lime	128 tons	\$2,560.00
M. Adams	PDF	1069 ft	\$1,710.40
Ward Land & Cattle LLC	PDF	2500 ft	\$4,000.00
A. Ward	PDF	2100 ft	\$3,360.00
T. Stroupe	PDF	1900 ft	\$3,040.00
C. Burnside	PDF	2326 ft	\$3,780.80
A. Ward	Water System	Spring	\$1,200.00
T. Stroupe	Water System	Pipe/Trough	\$618.44
P. Osborne	Water System	Spring	\$1,196.65
M. Burke	Water System	Well	\$1,200.00
J. Sprouse	Water System	Pipe/Trough	\$1,200.00
L Spry	PDF	890 ft	\$1,424.00
	Totaling		\$40,884.79

Coffindaffer moved to approve the payments. Motion seconded by Foster. Motion carried.

Sigrid reported on the following Cancellations:

A. White	Ex. Fence	1000 Ft	1,600.00
B. Stout	Ex. Fence	600 Ft	960.00
J. Sprouse	Ex. Fence	2,500 Ft	4,000.00
B. Stout	HUA	2,000 Ft ²	2,500.00
D. Crim	LIME	26.03 T	520.60
A. Stout	NM	20 Ac	600.00
D. Romine	NM	20 Ac	600.00
D. Sabatelli	Water System	1 Sp. Dev.	1,200.00
M. Benedum	Water System	1 Well D.	1,500.00
*J. Brown	LIME	51.51 T	1,030.20
*M. Burke	LIME	120.32 T	2406.40
	Totaling		\$16,917.20

*signifies penalty waiver awarded for FY21 sign ups.

Foster moved to approve the cancelations. Motion seconded by McClain. Motion carried.

Fence Kits: Robin reported the kits are still not completed. Osborne had said at one point he will work to complete the kits. Osborne reported he does not have the list of items that are needed for it to be completed. Robin would get this information for him.

OM&R Salem Fork & Polk Creek:

Water Gap Fence Site #4: Roy reported that there has been no new estimate due to COVID-19, he plans to try to meet with him to get an estimate.

THRASHER Site #6 Slip Proposal: Robin reported she has received the revised copy of the slip proposal from THRASHER, and it is present today for approval and signature. **Sponaugle moved to approve the proposal pending the final approval from Saurborn. Motion seconded by Coffindaffer. Motion carried.**

Dam Inspection Reports: Roy reported Salem and Polk Creek look good. The City of Salem is using the mower and it is running well. They need to adjust the angle on the deck and make it level.

New Business:

POW review/ adjustments FY21: The Board reviewed the POW and made some adjustments for FY21. **Coffindaffer moved to approve the POW with the adjustments for FY21. Motion seconded by Foster. Motion carried.**

Committees FY21: The Chairman appointed the committees to remain the same as is from FY19 with the addition of Sponaugle to invasive species. Office staff would check with Flanagan and Griffith to see if they would still like to serve on committees they are currently on and adjust the committees list accordingly.

Solid Waste Authority- Doddridge County: Robin reported on receiving a letter from the WV Solid Waste Management Board reminding the WFCD Board of current members serving expiration dates. The Board had already renewed Wikert's appointment to Harrison County. Foster currently serves for Doddridge County. **McClain/ Coffindaffer. Motion carried. To reappoint Foster to the Doddridge County Solid Waste Authority.**

Correspondence:

AgEP committee meeting minutes-5/20/2020

Himalayan Blackberry Survey- Robin reported this came from Brian for the Board to complete and send back to him. Jane would like to see all Board members participate and would like for them to send their responses to Robin for her to send to Brian.

Funding Requests: None at this time.

Letters of Request: CD Employee Q3 \$3,039.37, and FY21 AgEP \$75,000.00. **Foster/ McClain. Motion carried. To approve LORs as presented.**

SPRP/EWP Project: No new update at this time.

Board Member & Associate Supervisor Reports: Coffindaffer thanked Cheryl for the newsletter it was a really good edition. He also reports the teleconferencing is a really

poor way to conduct business, and strongly thinks the Board should consider renting a space large enough to accommodate social distancing recommendations.

Jeremy reported if the Board decided to move their meetings and if teleworking capabilities were not available that WVCA staff would not be able to attend.

Robin reported if she was not present to take minutes it is explained in the supervisor handbook that the secretary of the Board should take minutes. The Board may utilize the District Employee to take minutes if she is present at the meeting.

Osborne/ Coffindaffer. Motion carried. To have the July meeting at the Vandalia Community Building in Vandalia, WV at 9 a.m.

NRCS: Duckworth was not present to report. (See attached Paper Report)

FSA: no one present to report. Foster commented on their program available that pays per head of cattle and cattle sold.

WVU Extension: no one present to report.

Forestry: no one present to report.

WVCA Report:

Jeremy provided a paper report (*See attached*).

Robin reported on helping Cheryl with quickbooks and inventory. Also helping with getting AgEP sign up preparation complete. A file stacker for the porch has been ordered to keep applications for pick up outside.

WFCD Report: Cheryl reported that she has been busy in the office.

Public Comments: No comments reported.

Conservation Agreements: There is one agreement present today:
Steven Claypool, Lewis County, 85.42 acres

Coffindaffer/ McClain. Motion carried. Approve conservation agreement.

Set Date of Next Meeting: The next meeting will be held on July 8th, 2020 at the Vandalia Community Building, Vandalia, WV at 9 a.m.

Respectfully submitted,

Jane Cain, Secretary

Randy Plaugher, Chairman

**Minutes Recorded by Robin Ward, West Fork CD
The Board Adjourned at 11:17a.m.**