

**WEST FORK CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS**  
October 14th, 2020

**MINUTES**

With a quorum being present, Chairman Plaughter called the October Board of Supervisors meeting to order on Wednesday October 14th, 2020 at 9:02 a.m. at the USDA Service Center in Mount Clare, WV.

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

**Others Present:**      **Bruce Loyd, WVU Extension**  
                                 **Cheryl Carlin, WFCD**  
                                 **Richard Law, NRCS**  
                                 **Sigrid Teets, WVCA**  
                                 **Robin Ward, WVCA**  
                                 **Jeremy Salyer, WVCA**  
                                 **Brandon Duckworth, NRCS**  
                                 **Amy Cosco, 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 September 9th, 2020 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried. Approve minutes.**

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

Randy Plaughter	\$292.00
Jane Cain	\$376.13
William Coffindaffer	\$311.55

William McClain	\$NA	
Larry Sponaugle	\$499.26	
James Foster	\$754.45	
Richard Steve Hannah	\$223.25	
Philip Osborne	\$ NA	<i>Totaling \$2,456.64</i>
<b>Total gross spent to date:</b>		<b>\$5,457.26</b>

**S. Hannah moved to approve Supervisor’s August per Diem and Travel as presented. Motion seconded by Foster. Motion carried.**

**Approval of Invoices and Payments:** Robin reported on the payment for Dannie Gum came out of the General Funds. The payment usually comes out of the Interest-Bearing account, and an error was made in the account that it was paid from. Robin is asking for Board approval to move \$400.00 from the Interest-Bearing account to the General Fund to reimburse the payment made to Dannie Gum. **Coffindaffer/ McClain. Motion carried.**

**Unfinished Business:**

**Ag Enhancement Program:** Sigrid reported on approval letters going out and receiving the majority of contracts back. She mentioned starting to think about FY22 AgEP programs. The AgEP committee will meet on November 10<sup>th</sup>, 2020 at 10 a.m. at the Mount Clare USDA Service Center.

Plaughter questioned M. Burke’s payment and how her contract was finishing up. Sigrid reported Cain and Sponaugle went to review the water practice for the completion. She is completed and ready for payment. However, her paperwork did not come back fast enough to have her on the payment list for this board meeting and will be present on the November agenda.

Foster reported on the following FY21 AgEP payments:

F. Ross	Lime	70 T	\$1,400.00	1255	
R. Brownfield	Lime	90.18 T	\$1,803.60	1256	
R. Suan	HUA	2,364 Sq Ft	\$2,500.00	1257	
J. Foster	Lime	16.94 T	\$338.80	1258	
J. Foster	Lime	32.48 T	\$649.60	1258	<b>Totaling \$6,692.00</b>

**Foster/ McClain. Motion carried to approve the payments as presented.**

Foster reported on the following cancellation:

D. Moore	Lime	9T	\$180.00		
D. Moore	Water System	1 Sp. Dev.	\$1,700.00		<b>Totaling \$1,880.00</b>

**Foster/ McClain. Motion carried to approve the cancellations as presented.**

**OM&R Salem Fork & Polk Creek:** Roy is not present today but left a report with Cheryl. She reported the inspection has been completed at Salem Fork, and Polk Creek’s inspections will take place tomorrow. The mowing has been completed on Polk Creek.

**Water Gap Fence Site #4:** No report.

**Dam Inspection Reports:** No report.

**New Business:**

**POW Review:** The Board reviewed the POW and added comments and updated progress. Cheryl will update the POW and provide an updated copy for the Board members.

**Associate Supervisor Apointee:** Cain reported on wanting to appoint Barbie Foster as an associate supervisor as she has been helping the Board members a lot lately and feels that she would make a great associate supervisor. **Cain/ Sponaugle. Motion carried. To appoint B. Foster as an associate supervisor.**

**Correspondence:**

Equitrans Water Storage Tanks

Environthon Committee Meeting Minutes September 2020

**Funding Requests:** None present today.

**Letters of Request:** One LOR for CD Employee Q1 JAS 2020 for \$5,550.73. **Foster/ Cain. Motion carried.**

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

**Board Member & Associate Supervisor Reports:** Coffindaffer reported that on behalf of RC&D 4 hybrid chestnut trees will be given to every county in the West Fork District.

Cain reported on the continued communications calls with Davin White and encouraged anyone to attend. The next meeting is on October 28<sup>th</sup>, 2020 via Skype.

Sponaugle reported on the second sign up starting with FSA for covid relief.

Plaugher reported on the Lime Education Program taking place on October 21<sup>st</sup>, 2020 via Zoom from WVU Extension. The meeting starts at 9:30 a.m. and will go on until 3:00 p.m. There will be a break for lunch around 11:30 a.m. Supervisors are welcome to come to the office to watch the program on the video conferencing system.

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

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

**WVU Extension:** Bruce reported that the extension service is limited on what they can do because of Covid. It has been difficult to do what they normally do. They have tried to do things through Zoom meetings. There will be a grazing workshop through the winter. They will need a farmer from the WFCD who wants to change their grazing program. They will be meeting to discuss the winter dinner meetings in further detail. They have been having meetings at the County Court House. There is a new ag agent for Harrison County. Her name is Jennifer Friend. Bruce also reported on meeting with Sigrid on

coming up with an invasive species program that will come out in 2021. They are going to be requesting funding from the WVCA for the program.

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

**WVCA Report:** Sigrid reported more on the meeting with Bruce pertaining to the invasive species program. She thinks that they should be able to propose something by January and hopefully roll the program out by Spring 2021.

Jeremy provided a paper report (*See attached*). He also commented in reference to the stated executive order earlier in the meeting that if the Board wishes to go into executive order there needs to be a game plan how things get recorded if action is taken.

Robin reported on meeting with Amy Cosco in the office to get her accustomed to how things run in the office and what she can do to help while Robin is on maternity leave. She reports she only plans to take 6-8 weeks depending on how delivery goes, and she will be back shortly thereafter. The audit is still going on and is waiting to hear back from the auditor when they will be completed.

**WFCD Report:** Cheryl reported things in the office are running smoothly. The lime spreaders are not as busy as they normally are, but there is one going out every weekend.

**Foster moved to go into executive session to discuss personnel matters. Motion seconded by Coffindaffer. Motion carried.**

**Executive session started at 10:30 a.m.**

**Executive session recessed at 10:52 a.m.**

**Coffindaffer moved to come out of executive session. Motion seconded by Foster. Motion carried.**

No action came out of executive session.

**Public Comments:** No comments reported.

**Conservation Agreements:** No agreements present today.

**Set Date of Next Meeting:** The next meeting will be held on November 12th, 2020 at the USDA Service Center in Mount Clare, WV at 10 a.m.

**Respectfully submitted,**

**Jane Cain, Secretary**

**Randy Plaughter, Chairman**

**Minutes Recorded by Robin Ward, District Manager for the West Fork CD  
The Board Adjourned at 10:52 a.m.**