

**WEST FORK CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS**  
December 9, 2020

**MINUTES**

With a quorum being present, Chairman Plaughter called the December meeting of the Board of Supervisors to order on Wednesday, December 9, 2020 at 10:01 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**    **Phil Osborne**

**Others Present:**            **Cheryl Carlin, WFCD**  
                                 **Richard Law, NRCS**  
                                 **Sigrid Teets, 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/ Cain.**  
**Motion carried. Approve today's agenda.**

**Minutes:** With additions made, the November 12, 2020 minutes will be approved.  
**Foster/McClain. Motion carried. Approve minutes as corrected.**

**Financial Report:** The WVCA financial reports for November are not in the packet. The balance sheet and income statement from John Law CPA for November is present today. John Law CPA General and CDO account financials for November are present today. **Hannah/ 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 October:

Randy Plaughter	\$550.50
Jane Cain	\$832.00
William Coffindaffer	\$712.55
William McClain	\$73.35
Larry Sponaugle	\$370.75

James Foster	\$1,288.17	
Richard Steve Hannah	\$330.52	
Philip Osborne	\$57.82	<i>Totaling \$4,215.66</i>
	<b>Total gross spent to date:</b>	<b>\$12,453.32</b>

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

**Approval of Invoices and Payments:** None

**Unfinished Business:**

**Ag Enhancement Program:** Teets reported it has been another busy month with several completions. She has created a written document with all information for the District. Cain requested the county information be added to the sheet. Teets and Coffindaffer called in to the State AgEP Committee and she reviewed the information. Discussion was held. Plaughter questioned how many producers used other labs besides WVU. Carlin reported very few came from Southern States and the majority came from WVU. Plaughter asked Teets if they should have a committee meeting to discuss lime standards and she said yes sometime in January. The committee will meet Friday, January 15, 2021, at 10:00 a.m. and Osborne will ask Ed Rayburn to attend. The Board would like a reminder letter or postcard sent out spring of 2021 for completion of practices.

Foster reported on the following FY21 AgEP payments:

M. Shiflet	Lime	148.8T	\$2,650.00
M. Shiflet	HUAP	2,123 sq. ft.	\$2,500.00
J. Oliverio	Lime	100.81T	\$754.40
B. Ted Stout	Lime	89.35T	\$1,722.40
I. Pritt	HUAP	1,924 sq. ft.	\$2,405.00
I. Pritt	Water	P&T	\$711.17
T. Stroupe	Lime	45.13T	\$591.60
K. Lay	Lime	48.29T	\$865.60
C. Allman	Lime	67.3T	\$1,255.60
			<b>Totaling \$13,455.77</b>

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

**OM&R Salem Fork & Polk Creek:** Carlin requested a report for hours worked for Salem Fork dam mowing from Ronnie Davis with the City of Salem, and he hasn’t sent it yet.

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

**Dam Inspection Reports:** No report.

**Leftover seed:** Coffindaffer requested the AgEP Committee figure out the best way to distribute the seed. Teets stated she has the original plans for the seed and will discuss it with the committee.

**Contract Bid Process**

Salyer reviewed the policy information he sent to the board. Coffindaffer asked if they had a current contract with the City of Salem. Salyer reported it's a fiscal year contract and will need to be renewed yearly.

**New Business:**

**Harrison County Bank**

Hannah recommended a letter be sent to the bank regarding the online banking. The Board wants all accounts to have online banking but just for viewing, no transactions.

**Hannah/Foster. Motion carried. Carlin will prepare a letter for Plauger and Hannah to sign requesting the online banking is for viewing no transactions.**

**Policy Manual & Employee Manual Review**

Carlin provided a copy of the policy and employee manuals to the board. Coffindaffer reported that on page 9, item D- Publicity of the policy manual he wants the Facebook page added.

**Coffindaffer/McClain. Motion carried. Adopt the changed policy manual.**

**Foster/Coffindaffer. Motion carried. Accept the employee manual as presented.**

**Correspondence:**

Envirothon Minutes

**Funding Requests:** None.

**Letters of Request:** Office Rent January 2021-June 2021, FY20 Audit

Foster/Hannah. Motion carried. LOR for \$770.00 for Rent

Foster/Hannah. Motion carried. LOR for FY20 Audit in the amount of \$3,200.00

**SPRP/EWP Project:** No report.

**Board Member & Associate Supervisor Reports:**

Cain reported through WesMonTy there is deer fencing for the hybrid American Chestnut trees, Gilmer County was chosen for a class on both. Cain would like for WFCD to upfront the money to the college. Discussion was held. Foster reported it can be handled through the next WesMonTy meeting instead of having the District assist.

**Coffindaffer/McClain. Motion carried. WFCD will upfront the \$1,000.00 for the class and when the funds come from WesMonTy it will repay West Fork CD.**

**Coffindaffer rescinded his motion and McClain rescinded his second.**

Hannah reported this will be the last meeting he attends in person due to the spike in Covid cases.

Coffindaffer reported they did present the Century Farm Sign to the Stutlers (Law-Allman Farm) and it went well.

**NRCS:** Duckworth provided a report. (Please see attached report.) He reported the meeting with the new State Conservationist in Gilmer County went very well.

**FSA:** No report.

**WVU Extension:**

Lloyd sent a report. WVU Extension will not have dinner meetings in 2021. Instead, starting January 14, we plan to host 1 program statewide per week, via zoom. These programs will be held every Thursday evening through the end of March. They will cover a variety of topics. Initially, all participants will have to view from their homes or places of business. If things improve later on, there may be some sites around the state where small groups can gather to watch the programs. We hope to finalize the schedule very soon.

As part of this, some of the speakers we are considering charge a fee, even for a webinar (or zoom type program). Would the district consider allowing all, or a portion, of the \$700 they have been using to support the dinner meetings be used to support these virtual programs. Any money used would go directly to speaker costs. We will have participation data and hope to evaluate the programs via email.

**Forestry:** No report.

**WVCA Report:** Salyer provided a report. (Please see attached report.)

**WFCD Report:** Carlin reported the office has been busy and running smoothly. Check signing is the 16<sup>th</sup> and the 30<sup>th</sup>.

Coffindaffer moved to close office Dec 28-Jan 1. Seconded by Foster. Motion carried.

**Public Comments:** None.

**Conservation Agreements:**

D&S Noss, Harrison County, 115 acres

**Foster/Coffindaffer. Motion carried. Approve above listed Conservation Agreements.**

**Set Date of Next Meeting:** The next meeting will be held on January 13, 2021 at the USDA Service Center in Mount Clare, WV at 10 a.m.

**Respectfully submitted,**

**Jane Cain, Secretary**

**Randy Plaugher, Chairman**

**Minutes Recorded by Amy Cosco, Administrative Services Monongahela CD and  
Cheryl Carlin, Office Administrator WFCD  
The Board Adjourned at 12:00 p.m.**