

WEST FORK CONSERVATION DISTRICT
 87 Ollie Lane Suite 102
 MOUNT CLARE CLARE, WV 26408

Travel and Per Diem - Treasurer Approval for Payment
 Month/Year DEC 2020

Name	Travel	Per Diem	Total
Randy Plaughter	57.50	160.00	217.50
Jane Cain	202.00	280.00	482.00
Bill Coffindaffer	92.00	200.00	292.00
Bill McClain	66.70	80.00	146.70
Larry Sponaugle	72.50	80.00	152.50
Jim Foster	201.95	240.00	441.95
Steve Hannah	48.30	120.00	168.30
Phil Osborne	NOV 2020 19.58	120.00	189.58
	DEC 2020	40.00	40.00
TOTALS	810.53	1320.00	2130.53

229.58

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
February 10th, 2021**

MINUTES

With a quorum being present, Chairman Plaughter called the February meeting of the Board of Supervisors to order on Wednesday, February 10th, 2021 at 10:04 a.m. at the USDA Service Center in Mount Clare, WV.

Supervisors Present: **William Coffindaffer** **Jane Cain**
 Randy Plaughter **Bill McClain (Skype)**
 Steve Hannah **Larry Sponaugle**
 Jim Foster **Phil Osborne (Skype)**

Others Present: **Cheryl Carlin, WFCD (Office Phone)**
 Sigrid Teets, WVCA (Skype)
 Jeremy Salyer, WVCA (Skype)
 Brandon Duckworth, NRCS
 Bruce Loyd, WVU Extension (Skype)
 Richard Law, NRCS (Skype)
 Barb Foster, WFCD
 Dinah Hannah, WFCD
 Jim Roy, WVCA (Skype)
 Aimee Figgett, WVCA (Skype)

Welcome and Introductions: Aimee is present today to talk about the seed give away program. She is asking for Districts to sponsor up to \$400.00 to cover postage of approximately 200 seed packets. The District would be responsible for stuffing the seed packets and sending them out to the community. **Cain/Coffindaffer. Motion carried. To sponsor \$400.00 and support the program.**

Agenda Approval: With no additions or changes made to the agenda. **Foster moved to approve the agenda. Seconded by Sponaugle. Motion carried.**

Minutes: With the addition of notating if an attendee is present or on skype during the meetings, the January 13th, 2021 minutes will stand approved as mailed. **Foster/Coffindaffer. Motion carried. Approve minutes.**

Financial Report: The WVCA financial reports for January are present today. The balance sheet and income statement from John Law CPA for January are present today. **Coffindaffer/ 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 December:

Randy Plaugher	\$217.50	
Jane Cain	\$482.00	
William Coffindaffer	\$292.00	
William McClain	\$146.70	
Larry Sponaugle	\$152.50	
James Foster	\$441.95	
Richard Steve Hannah	\$168.30	
Philip Osborne	\$229.58 Nov&Dec	<i>Totaling \$2,130.53</i>
Total gross spent to date:		\$17,464.08

S. Hannah moved to approve Supervisor's December per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: None

Unfinished Business:

Ag Enhancement Program:

(Attached monthly report from Teets.)

Foster reported on the following FY21 AgEP payment(s):

R. Suan, Frost Seeding, 25 Ac, \$375.00

Foster/Coffindaffer. Motion carried to approve the payment(s) as presented.

Pasture Management Pilot Program: Teets and Loyd talked about the proposed program awarded to the West Fork CD. There was a teleconferenced meeting held for the program on January 27th, 2021. Sponaugle questioned if the WV Department of Agriculture was apart of assembling this program. Teets responded that they were not. Sponaugle was concerned that the program was not centered around the Himalayan Blackberry issue. **Osborne moved to participate in the program. Motion seconded by S. Hannah. Chairman asked for roll call on the motion:**

Coffindaffer: Yes	McClain: No	Sponaugle: No
S. Hannah: Yes	Cain: No	
Osborne: Yes	Foster: No	

4:3 not in favor Motion failed. West Fork CD will not participate in the program.

OM&R Salem Fork & Polk Creek: Roy reported the toe drains on Salem Fork need repaired. He recently did a drive through of the dams and they all look good. Coffindaffer questioned who was going to do the O&M work on Polk Creek this year. Sponaugle knew of a contractor who would like an opportunity to bid on the job. **Coffindaffer moved to have TVCD submit a not to exceed price for O&M work to be completed on Polk Creek. Motion seconded by S. Hannah. Chairman called roll call on the motion:**

Sponaugle: No	Coffindaffer: Yes	Foster: Abstain	Osborne: No
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West Fork Conservation District

February 10th, 2021 Board of Supervisors Meeting

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Cain: No McClain: No S.Hannah: Yes
4:2 not in favor with 1 abstention Motion failed. The O&M work needed on Polk Creek will be opened to contract bidding. Polk Creek O&M work will be on March's agenda.

Salem Fork Statements of Review: Ward reported on having received the Statements of Review for the Salem Fork dams from WVCA Kim Neal. They are present for signature and approval. **Foster/ Coffindaffer. Motion carried. Approve Statements of Review.**

Water Gap Fence- Polk Creek Site #4: Roy reported on having no progress.

Dam Inspection Reports: No report.

New Business:

Personnel Plan: Ward reported on having the FY22 personnel plan ready to be submitted to the WVCA. It is the same as last year. \$12,000.00 for the CD Employee and \$5,000.00 for the Conservation Specialist. **Sponaugle/ Foster. Motion carried. Approve personnel plan.**

Century Farm: One century farm is present today for approval. The C. Lee and Sue Ann Corder farm in Doddridge County. **Coffindaffer/ Sponaugle. Motion carried. Approve century farm.**

January GSA Rates: S. Hannah reported as of January 1, 2021 the GSA rates changed from 57.5 cents per mile to .56 cents per mile. **Coffindaffer/ S. Hannah. Motion carried. Approve and adopt .56 per mile on expense reports effective January 1, 2021.**

USI Insurance: Ward reported on receiving a letter informing the Board of their workers compensation coverage being below the recommended level with in the USI company. Ward has been in contact with the insurance agent and the premium would be increased from \$226.00 to \$326.00. **S. Hannah/ Coffindaffer. Motion carried. To accept the \$100.00 increase and bring the workers compensation policy up to compliance.**

Correspondence:

WV Grassland Evaluation Contest Committee Meeting Minutes
WVU Soils Team
WV Environthon Meeting Minutes 1-6-21
AgEP Committee Meeting Minutes 1-15-21
WV American Water Grant Opportunity

Funding Requests: None.

Letters of Request: One LOR is present today for the CD Employee Q2 OND in the amount of \$5,584.22. **S. Hannah/ Coffindaffer. Motion carried. Approve and submit the LOR.**

SPRP/EWP Project: No report.

Board Member & Associate Supervisor Reports:

Coffindaffer reported the State AgEP meeting is on March 3rd, 2021.

NRCS: Duckworth reported on things that are happening within the NRCS, and he is looking forward to when offices can reopen.

FSA: No report.

WVU Extension: No report.

Forestry: No report.

WVCA Report: Teets reported the extra seeds that we have in the office could tag on to Aimee's seed program. She feels that there needs to be an AgEP committee meeting to discuss this. She did do a germination test on the seeds to see if they were still good. All were in decent condition except for the bluegrass seed which didn't germinate very well.

Salyer provided a report. *(Please see attached report.)*

Ward reported on there being a watershed section meeting on February 24th, 2021 at 10 a.m. Gene is asking for two Board members to be present at the meeting. The meeting will be teleconferenced. Foster and Coffindaffer will attend the meeting. Ward thanked Carlin, Cosco, and Teets for taking care of the office while she was on maternity leave.

WFCD Report: No report.

Public Comments: None.

Conservation Agreements: None

Set Date of Next Meeting: The next meeting will be held on March 10, 2021 at the USDA Service Center in Mount Clare, WV at 10:00 AM

Respectfully submitted,



Jane Cain, Secretary



Randy Plaucher, Chairman

**Minutes Recorded by Robin Ward, Administrative Specialist West Fork CD
The Board Adjourned at 11:25 p.m.**

AgEP Activities
January 2021
Conservation Specialist - Sigrid Teets

Meetings Attended

MCD - January Board mtg (1-7-21)

MCD - AgEP Committee mtg (1-26-21)

MCD/LKCD - FY22 Pollination Practice mtg (1-25-21)

MCD/LKCD - FY22 Pollination Practice mtg (1-28-21)

WVCC - programs subcommittee PWMP (1-5-21)

WVCC - quarterly meeting PWMP (1-12-21)

WFCD - January Board Mtg (1-13-21)

WFCD - AgEP Committee Mtg. (1-15-21)

PWMP - teleconference w/Districts (1-28-21)

Outreach/Program Promotion

MCD - Bale Grazing Newsletter Article

MCD - Mail Merge List 216 cooperators

MCD - AgEP Flyer FY22

Ranking Completed

MCD - Renick - HUAP - Ma

Planning/Design Activities

MCD - Urban Ag Manual (Stakes/Trellis Standard)

MCD - Urban Ag Manual (Shade Cloth Standard)

MCD - Carnes - Lime source/documentation required - Ma

WFCD - Suan - Frost Seeding Timing - H

WFCD - Skidmore - Fence Bracing - H

WFCD - Resource Concerns Worksheet Watering Systems

WFCD - White - Well site location moved - H

Practice verification/Payment forms completed

MCD - McRobie - Lime - P

MCD - Wolfe - Hay Reseed - Mo

WFCD - Wilmoth - Fence - H

WFCD - Suan - Frost Seeding - H

Training Completed

AFGC Annual Educational Teleconference (1/11 - 1/12)

WV Grassland Evaluation Contest Committee Meeting

Friday, January 22, 2021

10:00 am

- Those in attendance (via skype) included Susie Steele, Randy Plaughner, Jim Foster, Clyde Bailey, Jim Anderson, Barbara Greenleaf, Audra Cunningham, and Katy McBride
- Randy started the meeting by informing this committee that he was notified yesterday that the committee for the WV Beef Expo made a decision and there will not be a contest this year. They will only be showing and selling the livestock (the 2nd weekend in April). There won't be any vendors or any outside competitions.
- We discussed about how to have a Grassland Evaluation contest this year; talked about how we would have to basically move it from a 3D contest to a 2D contest. Katy McBride talked about how the WV Envirothon Committee is still in the process of figuring this out. She also talked about how Wayne & Tammy (McKeever) have been in contact with other states who held a virtual Envirothon Contest last year. Katy McBride will keep this committee informed on the progress and the results of how this year's Envirothon Contest went. We feel the soils section would be ok to do virtually. Katy McBride asked Barbara Greenleaf her thoughts on the plants section. Barbara Greenleaf wasn't sure how we could do that virtually this year. Jim Foster, Randy Plaughner, and Clyde Bailey also voiced their concerns about trying to get a virtual contest together for this year. Audra Cunningham too voiced her concern. After some discussion, Jim Foster made a motion to postpone this year's WV Grassland Evaluation Contest to 2022 with Audra Cunningham seconding it. The committee voted and it was passed. Both Jim Foster and Audra Cunningham suggested the committee start looking into a virtual contest for next year in case we are in this same situation. Katy McBride offered to let Davin White know so he can update the WVCA website.
- Clyde Bailey mentioned that Appalachian Grazing Conference Committee met yesterday and have scheduled March 10th – 12th for the conference and the site committee is still working on that. Katy McBride offered to let Davin White and Rebecca Haddix know.
- Clyde Bailey offered to reach out to his contact(s) in Missouri to see how other states handled their contests last year and see about any plans for this year. He will keep this committee informed.
- With no further discussions, Randy Plaughner called the meeting to an end at 10:22 am.

**WV ENVIROTHON COMMITTEE
DRAFT ENVIROTHON COMMITTEE MINUTES 1-6-21**

Attendance: Wayne McKeever, UOCD; Tammy McKeever, Volunteer; Johnny King, WVDOF; Linda Carnell, WVDOF; Earlene Foster, Volunteer; Jane Cain, WFCD; Shirley Hyre, ECD; Jim Foster, WFCD; Terry Hudson, CCD; Andy Sheetz, WVDOF; Art Mouser, MCD; Joe Gumm, TVCD; Donnie Tenney, TVCD

Phone: Heather Duncan, EPCD; Davin White, WVCA; Katy McBride, NRCS; Beth Henry-Vance, WVDEP; Audra Cunningham, UOCD

Call to Order: Chairman Wayne McKeever called the meeting to order at 10:45 AM at the WVACD/ECD Conference Room.

Pledge of Allegiance: Jim Foster led the pledge.

Approval of Agenda: Jim Foster moved to approve the agenda as distributed. Terry Hudson seconded the motion. Motion carried.

Introductions: None needed

Review/Approval of Minutes: Donnie Tenney moved to approve the minutes as distributed. Jim Foster seconded the motion. Motion carried.

Financial Report: There is \$92,487.07 in the general account and \$8,998.44 in the scholarship account. There is \$33,547.84 in the general CD and \$15,730.36 in the scholarship CD for a total balance of \$150,763.71. The report was filed for audit by Chairman McKeever.

NCF Envirothon: Chairman McKeever noted the national competition was still being planned as in person event as of now. He has attended several virtual meetings put on by the NCF Envirothon.

Correspondence: None

Committee Breakouts (Occurred from 10-10:30 am, prior to full committee meeting)

Education Committee Report: Johnny King, Chair: Discussed dates that were set by the education committee. Talked with WVCA IT department on help with the test and other aspects. Will have another meeting on January 21 to discuss further details. PR committee has been working on the training videos. Soils and wildlife are on the website. Forestry will be very soon. Still will need to review the oral presentation rubric.

Finance Committee Report: Joe Gumm, Chair: Shirley Hyre talked with the insurance agent and if the entire test is virtual, insurance shouldn't be needed. However, if there will be testing sites, insurance policy is advised. Will also discuss a general liability insurance. The 5th place award with Mountain RC&D should continue. Need to find a permanent 5th place scholarship sponsor.

Public Relations: Davin White, Chair: Been working with education committee. It was noted that Shanti Amos is not with the WV DEP anymore and also no longer on the Envirothon committee. Beth Henry-Vance can help

with information distribution on the event. Discussion on how to promote best and use social media, teachers, newspapers, personal contact, etc.

Site: Jane Cain, Chair: Tshirts will be ordered. Will need to figure out how to distribute. Need to also discuss location for awards ceremony.

Old Business:

Executive Board Meeting Overview: Registration was set at \$50 per team. Teams will pick a team captain, which is new this year. Registration deadline will be March 15. April 15-16 are the competition dates. April 30 is slated for the awards ceremony. Between March 15-March 31 there will be a live, online meeting for teachers/coaches as a Q&A session.

Test Writing: Covered under Education Committee report

New Business:

Information Out, testing procedures: Discussed under Exec. Board report

Oral presentation judges, rubrics: Discussed under Education Comm report

Registration Forms: Heather Duncan moved to update the team registration form as presented. Andy Sheetz seconded the motion. Motion carried. Heather Duncan moved to update the volunteer registration form as presented. Donnie Tenney seconded the motion. Motion carried. Heather Duncan moved to update the team release form as presented. Donnie Tenney seconded the motion. Motion carried. Heather Duncan moved to update the volunteer release form as presented. Shirley Hyre seconded the motion. Motion carried.

Policy and Procedure Manual Updates: "Anyone caught cheating makes the whole team disqualified from the competition." Page 8, Section II, F 3

Timeline: Up to date

Site Update: Still ok with Cacapon State Park for 2022.

Future Meetings: February 3 meeting will be held at the WVACD/ECD Office. Sub-committees will meet at 10 am and the full committee will meet at 10:45 am.

Upon no further discussion, Chairman McKeever adjourned the meeting.

Respectfully Submitted,

Heather Duncan, Secretary

WFCD AgEP Committee Meeting Minutes

January 15, 2021

10:00 a.m.

Those in attendance: Randy Plaughner, Bill Coffindaffer, Jim Foster, Steve Hannah, Bud Sponaugle, Phil Osborne, Bill McClain, Robin Ward, Sigrid Teets, and Amy Cosco

Meeting called to order at 10:06 a.m.

Plaughner lead in the pledge of allegiance

Seeding Project- Next Steps

Discussion was held on what kind of seed was left. Teets reported they could distribute the seed to the cooperators. Osborn would like to put it on farms where the District might like to do a field day. A field day was discussed. Teets provided the plan that was submitted for the funds for the committee to review. The committee would like to see who is interested before deciding. Sponaugle suggested Marge Burke since she had expressed interest before the virus complications.

FY22 Aerial Spraying Practice

Teets explained that one or two other Districts have allowed aerial spraying but they only cost-shared on the chemicals. It could be added to the WFCD program. Discussion was held. Foster suggested a cost-share on acreage with a maximum acreage set. It cost \$100.00 per acre for his farm. Plaughner expressed he is cautious like Osborn because he is afraid that if drift harmed someone else's property the District could be sued. Ward reported they had the aerial spraying done and the company took full responsibility if another property was harmed. The committee discussed limits, ranking forms, budgeting funds, and adding the bmp to the invasive species program. Sponaugle feels this item needs more thought and research before a decision is made. Foster would like to set another date to discuss aerial spraying and invite Bruce Lloyd to the meeting as well. Ward suggested inviting farmers who have done aerial spraying to help.

Coffindaffer moved to accept with a limit of \$50 per acre up to 20 acres. *Motion died for lack of a second.*

Sponaugle moved to adopt an invasive species program. Seconded by Coffindaffer. Motion carried.

FY22 AgEP Administrative Agreement

Coffindaffer asked if there are any drastic changes. Teets said she hasn't made any changes yet. The committee reviewed the document. Teets requested the sign-up period be moved to earlier in the year. The committee decided to set sign-up dates as May 3, 2021 to May 14, 2021. Completions for FY22 would be May 27, 2022. Hannah recommended the Not to Exceed for HUAP be 50%. Teets would like to add verbiage to Additional Policies.

Coffindaffer moved to adopt Teets amendments to the Additional Policies section of the AgEP Administrative Agreement. Seconded by Foster. Motion carried.

Adjourn at 11:16 a.m.



Home fresh

February 2021 WVCA Report

WVCA Operations

The WVCA employees will continue to telecommute until the governor removes his “safer at home” order. It’s anticipated this will last into 2021.

The WVCA is encouraging its employees and supervisors to follow COVID protocols and wear masks and practice social distancing. The WVCA also encourages the use of telecommunication as much as possible.

WV State Conservation Committee

The SCC/WVCA is still waiting on the Attorney General’s office to provide its opinion regarding conservation projects that involve water quality.

The SCC/WVCA will inform the districts when the opinion is issued and potential courses of action.

West Virginia 2021 Legislative Calendar

February 10, 2021 - First day of session

March 1, 2021- Legislative Rule-Making Review bills due

March 16, 2021 - Last day to introduce bills in the House

March 22, 2021 - Last day to introduce bills in the Senate

March 28, 2021 - Bills due out of committees

March 31, 2021 - Last day to consider bill on third reading in house of origin

April 10, 2021 - Last day of session

AG Day and the Legislative Breakfast have been cancelled for this year. You are encouraged to keep up continued conversation with you legislators.

2021 Dates for the WVACD Quarterly Meetings

January 19 & 20 Flatwoods - Cancelled

April 19 & 20 Stonewall

July 19 & 20 CCD

October 18 & 19 Flatwoods

AgEP:

- **February 2021-** Comments reviewed and forms revised
- **March 2021-** State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2021-** Presentation of upcoming FY AgEP to SCC
- **May/June/July 2021-** CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work.

The district personnel plan is due to SCC in March, so please add to your February agenda for review and approval.

Engineering Expression of Interest

Review your current contract and if needed, prepare to advertise and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

O&M Sponsor letters

Now is the time for districts to reach out to local sponsors regarding the annual Operation and Maintenance agreements. The watershed section is developing sponsor reports for the districts to send along with the reminder letters.

The O&M agreement templates should be updated to reflect FY22. The amount in the agreement has not changed for the new fiscal year.

Per the state Auditor's office, a new signed amount is required before the WVCA can release its match.

Conservation Farm Tour

Although COVID-19 still has the state in its grips, it's time to plan for the 2021 conservation farm recognition in your district. There are ongoing talks about what a statewide contest will look like this year. This is being developed by the District Association and the Awards Council.

We hope to have a define plan by April. In the meantime, districts should consider how to honor local cooperators.

2021 Calendar of Events - Deadlines

If you have meetings/events that need to be included, let your Area Director know.

February 15	President's Day – Holiday
March 3	Envirothon Committee Meeting
April 7	Envirothon Committee Meeting
April 13	WV State Conservation Committee Meeting
April 15 & 16	WV Envirothon Virtual Testing Dates
April 19 & 20	WVACD Quarterly Meeting – Stonewall Resort
May 31	Memorial Day – Holiday
June 21	WV Day – Holiday
July 5	Fourth of July – Holiday
July 13	WV State Conservation Committee Meeting
July 19 & 20	WVACD Quarterly Meeting -
August 12-21	State Fair of West Virginia
September 6	Labor Day – Holiday
October 11	Columbus Day – Holiday
October 12	WV State Conservation Committee Meeting
October 18 & 19	WVACD Quarterly Meeting - Flatwoods

WEST FORK CONSERVATION DISTRICT
87 Ollie Lane Suite 104
MT. CLARE, WV 26408

The West Fork Conservation District Board of Supervisors met on 2/10/2021 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
R. Suan	Frost Seeding	25 ac	\$375.00	1276
		Total	\$375.00	


Committee Chair

WFCD AgEP Committee Meeting Minutes

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