

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

MINUTES

With a quorum being present, Chairman Plaughter called the March meeting of the Board of Supervisors to order on Wednesday, March 10th, 2021 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 (*Skype*)
 Sigrid Teets, WVCA (*Skype*)
 Jeremy Salyer, WVCA (*Skype*)
 Bruce Loyd, WVU Extension (*Skype*)
 Jim Roy, WVCA (*Skype*)
 Ed Martin, WVCA (*Skype*)
 Donnie Tenney, TVCD (*Skype*)
 Sam Sheets, LKCD (*Skype*)
 Barb Foster, WFCD
 Dinah Hannah, WFCD
 Belva Junkins, WFCD
 Brandon Duckworth, NRCS

Welcome and Introductions: Donnie is present today to thank the Board for working with the TVCD work crew for their O&M needs. He understands that West Fork is bidding their work out to contract this summer, but has understood from Salyer that if WFCD were to decide the contractors bid was too high they might be able to go to TVCD with a change of the scope of work. Salyer confirmed Donnie's report to the Board.

Sam Sheets is present today to talk about the State AgEP Committee report on allocations for the FY22 AgEP. He talked about the presentation sent out by Jennifer Skaggs and talked about a spreadsheet that he and Russell Young had worked on. The West Fork District is in the middle of all formulas used and isn't really affected much by a change in either percentage formula used. The formulas presented today are not the final decision. That decision will be made on March 29th, 2021.

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

Minutes: With no corrections or additions to the minutes. The February 10th, 2021 minutes will stand approved as presented. **Coffindaffer/ McClain. Motion carried. Approve minutes.**

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

Randy Plaugher	\$707.12	
Jane Cain	\$646.40	
William Coffindaffer	\$289.60	
William McClain	\$112.48	
Larry Sponaugle	\$311.00	
James Foster	\$1,069.64	
Richard Steve Hannah	\$221.60	
Philip Osborne	\$ NA	<i>Totaling \$3,357.84</i>
Total gross spent to date:		\$20,821.92

S. Hannah moved to approve Supervisor's January 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.)

Teets also reported that she has been working on completions for the FY21 AgEP program. She has been calling cooperators and reminding them that the deadline to complete is 5-28-21. She would like to have an AgEP committee meeting. The AgEP committee will meet on March 31st, 2021 at 9 a.m. at the USDA Building in Mount Clare.

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

R. Rice, Frost Seeding, 50 Ac, \$750.00

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

Pasture Management Pilot Program: Chairman Plaugher reported some members of the Board wanted to have this issue placed back on the agenda as they felt it was a slap in the face to Bruce Loyd and Sigrid Teets's work placed into the program as well as being a good program to take advantage of.

Sponaugle reported there must have been miscommunication somewhere between the Commissioner of Ag, the WV Dept of Ag., and the committee that was assembled to

head this program. He feels that it's a program that missed the initial target, but he is willing to do whatever the group wants to do. He and Jane Cain did a lot of work surrounding the issue with the Himalayan blackberry for a long time which laid the foundation for the program being discussed today.

Discussion was made on the District participating in the program with their own funding since they had forfeited their opportunity to participate in the program with state money at the February Board meeting. The Board questioned having the staffing available to complete the project if they used their own money.

Bruce Loyd reported he had been in contact with Denis Burns concerning the committee's participation if the District funded their own participation, and he didn't have a clear answer. Bruce also had a call put into Brian Farkas but hadn't heard anything back. Bruce would personally be willing to help as a District.

Salyer reported having a conversation with Farkas about the WFCD having their own pilot program, and he had no issue with the District having their own program and thought it was great. However, discussion was not made on the District being apart of the same pilot program using their own money. Salyer would put in an email to Farkas and try to have an answer as soon as possible.

The Board questioned the amount of money needed to have the program on their own. The initial allocation for the pilot program was for \$32,000.00. The Board then questioned where that money would come from. Salyer thought it would need to come from District funds but would ask Farkas that question too.

Foster moved to participate in the Pasture Management Pilot Program with the use of District funding. Motion seconded by Coffindaffer. Question on the motion. The Board is concerned about the staffing to run the program as well as money to fund the program.

Teets reported she has a larger workload than she normally would have, but she would be willing to help if she could.

Salyer reported it would be a good idea to have a conversation with all the partners involved. He had that added in his email to Farkas that he is waiting to hear back on.

Sponaule moved to table the Pasture Management Pilot Program motion until further information is received regarding staffing capabilities and funding sources. Motion seconded by Osborne. Motion carried.

OM&R Salem Fork & Polk Creek: Roy reported on having the estimates and scope of work present for the O&M work needed on Polk Creek this summer. The estimate is for \$18,155.00. He would like to have a job showing around the middle of April or the first of May. This would allow the contractor to have a start date by the middle of June or the first of July and have sufficient time to get the job put on their schedule.

The Board questioned the ability to approve a dollar amount on the work to be completed when the work itself is to be bid on by contractors. The Board feels that they should have had the full finalized contract for approval at this meeting to send out for advertisement on the job. Roy reported that the Agency felt it was a good place to start with the estimate. He would search for a spec sheet for the Board.

Board recessed at 11:28 a.m.

Board back to session at 11:39 a.m.

Roy presented the spec sheets and documents he had on hand, but the Board was not interested in these documents as it was not what they were looking for.

Ward reported on the contract timeline based on information she knows from Ed Martin, Ed Cox, and past contracting experience with the District. She offered to invite Ed Martin to join the call to clarify any questions the Board had.

Coffindaffer moved to put Polk Creek O&M work out to bid for public contractors. Motion seconded by Sponaugle. Motion carried.

Roy reported on receiving an inspection report from DEP on Polk Creek Sites #1 & #8. On site #1 they talked to Chip Jordan about over grazing of the dams. On site #8 they talked to Carol Goldsmith about the fence posts. She has been notified by DEP and Roy. Roy asked if any Board member had been in contact with her. The Board has not been in contact with her. Coffindaffer will be in contact with her.

Roy also reports there is a tree in the creek in the City of Weston that has caused minor flood damage during the last heavy rain that needs to be removed. Roy has been in contact with the City of Weston to have that tree removed and has a work order put together in the amount of \$700.00. **Coffindaffer moved to employ the City of Weston to remove the blockage on the channel going through Weston. Motion seconded by McClain. Motion carried.**

Roy also reported after the heavy rain received last week the dams are operating as they should be.

O&M Sponsorship Agreements: Ward reported on having received the agreement from the City of Weston and the Harrison County Commission. The agreements are present today for approval and signature. After signature today they will go on to Farkas for signature. **Foster/ Coffindaffer. Motion carried. Approve and send agreements to WVCA for signature.**

Coffindaffer questioned Harrison County's contribution. Ward reported she has spoken to Willie Parker and he would like to have the finalized agreement back before a check is processed.

Ward also reported that the Lewis County Commission has sent their contribution, but they have not sent the agreement. She cannot process the WVCA LOR until the agreement is received. She has sent another agreement to the commission on 2-25-21.

Water Gap Fence- Polk Creek Site #4: Roy reported on having no progress. The Board would like to get this off the agenda.

Dam Inspection Reports: Roy reported on the DEP inspection reports received regarding Polk Creek site numbers 5, 6, and 13. The DEP had made a mistake that Ward and Roy caught on their site #13 report concerning the updated EAP. The DEP had said that the EAP for site #13 was not up to date. Roy and Ward corrected the DEP with a letter that was sent from the DEP notifying that all EAPs for Polk Creek were up to date. Ward reported she had highlighted the places where the DEP made notes of what needs to be corrected. Plaughter and Coffindaffer have copies of the report if the Board would like to see those recommendations.

Roy reported THRASHER is to start drilling on the slip located on the spillway side on Polk Creek site #6 about the second week of April.

Salyer reported Ed Martin is on the call for questions regarding the contracting process for the Polk Creek O&M. Also, he reports hearing back from Farkas regarding the Pasture Management Pilot Program. Further discussion would need to be made with partners regarding staffing capabilities. Potential CDO funds is probably good which was surprising to Salyer. At this time, he cannot commit one way or the other until more discussion was made.

The Board questioned Ed Martin on the estimate and scope of work presented today. Their argument was they didn't have the specs and contract documents for approval today. Martin reported he felt the Board only needed the estimate and scope of work to get started on the contracting process today, but the specifications they are asking for are in the contract documents. He projects a timeline of a job showing mid-May with a start date in late June early July 2021. After the job showing, and once he knows for sure the Board wants to move forward with contracting, he and Ed Cox will draft a contract for review before any posting is completed. He can provide examples of previous work completed. The reasoning behind starting with an estimate is to have an idea of how much the work is going to be so when the Board receives the bids and think they are all too high they have the option to reject all bids and re-bid or whatever the Board chooses to do. He anticipates having a contract put together by the end of March or beginning of April. At the April Board meeting he would go through dates with the Board of when they would post the contract, when they would have the job showing, and when the bid openings will be. The job will be posed on the Agency webpage that is connected to contractors statewide that have done work for the Districts within the past two years. If the District wishes to post locally, they can. O&M dollars will pay for the posting of the ad in local papers however, Board members have the option of referring people they know who may be interested in bidding on the job to the posting on the agency webpage.

The more people they have at the job showing the better for pricing options. It is too early to post the job right now. It does not have to be posted in the local newspaper.

New Business:

FY22 Budget: Ward reported on being in contact with the district accountant to finalize the FY22 budgets for the General and CDO funds. There are two changes to the general fund. The insurance has increased to \$1,900.00, and the depreciation has increased to \$9,212.69. This has brought the general account to operate -6,832.69. **Foster/ Sponaugle. Motion carried. Accept FY22 general account budget.**

Ward reported there are no changes in the CDO budget for FY22 as compared to FY21. She is requesting approval to be able to send the CDO budget to Charleston. **S.Hannah/Foster. Motion carried. Accept FY22 CDO budget and send to Charleston.**

Soil Sampler: On the agenda for April meeting.

WVACD/WFCD Farm Tour: Cain reported they would like to have a farm tour and a meal provided during the WVACD quarterly meeting. Cain has called Lambert's winery, and they will do a meal along with a tour of the winery and wine tasting. She is estimating around 35-40 people. It would be roughly \$35-40 dollars per person and that includes the meal. She is asking the Board for their support in funding the meal. Roughly around \$1,600.00.

Osborne suggested having a farm tour at Quill Ward's farm. He has done a lot of work with rotational grazing and hay unrolling. This would be a great opportunity to use the new fence equipment we have and left-over seed on hand. He reports that Quill could have some hay reseeding areas to view too. Osborne also suggested viewing Butch Wilmoth's farm to view getting water out of a pond, or Richard Law's farm.

Cain moved to have a farm tour before the WVACD quarterly meeting, and have the District fund the meal at Lamberts Winery. Motion seconded by Coffindaffer. Motion carried.

Foster reported that all supervisors of the West Fork Board are encouraged to attend the meeting since it is in the district.

Correspondence:

Thank You from Corder Farm- Century Farm Awardee
Envirothon Minutes 2-3-21
AgEP State Committee minutes 2-26-21

Funding Requests: None.

Letters of Request: None

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Board members discussed traveling to other counties for their May, June, and August meetings. McClain is planning to have the May meeting in Vandalia and have his wife's ceos provide the meal. Cain is planning to have the June meeting in Gilmer County not sure of a location currently. Not the senior center as it is closed. Foster is planning to have the August meeting in Doddridge County at the Park.

S. Hannah reported on resigning from the Board soon, as they are planning to move to Harrison County in May.

Coffindaffer and Foster attended a water resources meeting.

NRCS: Duckworth reported on the change in the weather and Rex being back to work in the office couple times a week. They are working on accepting applications and following up with existing contracts. The new administration has changed the Covid policy a little bit for the office. There is a vacancy for a tech position at the Weston office. If anyone knows of anybody that would be good for this position let them know. If anyone has any questions for him let him know.

FSA: No report.

WVU Extension: Bruce reported on the upcoming webinars and the success of the past webinars. He has a pruning demonstration coming up. The Wardensville bull sale and beef expo are virtual this year. March 18th they will be doing breeding soundness exams at Jacksons Mills. April 1st the Covid restrictions are going to loosen up a little bit.

Forestry: No report.

WVCA Report: Teets had nothing more to report.

Salyer reported he had follow up questions regarding the AS review for the Board to answer:

1. Board Meeting Information: How do you want this information sent to you prior to monthly board meetings? Plaughter reported everyone is different. Some people like email while others like hard copies. Salyer reported to get with Robin on how the Board would like this done and she would facilitate that.
2. District Correspondence: Salyer reported the way this District is receiving correspondence is working for them. Are there any changes the board would like to see? Plaughter reported if it aint broke don't fix it.
3. District Board Meeting Draft Agenda: Salyer reported on getting the agendas out to the Board 5 days prior to the meeting so adjustments can be made. Cain reported she would like to have the agenda 5 days prior to the meeting. The rest of the board was in agreeance.

Salyer reported Board meeting draft minutes will be to the Area Director, Executive Director and full Board of supervisors 24 hours after the Board meeting.

Salyer also reports approved minutes will be posted to the District webpage 24 hours following the Board meeting. A paper report is present. *(Please see attached report.)*

Ward reported on hearing the Board request to increase communication, and to get the ball rolling on this suggestion she has provided the Board with a written report of what she has been working on in the office. *(Please see attached report).*

WFCD Report: Cheryl reported things are beginning to pick up within the office as far as equipment rentals and water supply sales go. She has Bob Suan scheduled to take the spreaders and maintenance them for the spring.

Public Comments: None.

Conservation Agreements: None

Set Date of Next Meeting: The next meeting will be held on April 14th, 2021 at the USDA Service Center in Mount Clare, WV at 9:00 AM

Respectfully submitted,



Jane Cain, Secretary



Randy Plaugher, Chairman

**Minutes Recorded by Robin Ward, Administrative Specialist West Fork CD
The Board Adjourned at 1:25 p.m.**

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

The West Fork Conservation District Board of Supervisors met on 3/10/2021 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
R. Rice	Frost Seeding	50 ac	\$750.00	
		Total	\$750.00	

James H. Foster
 Committee Chair

AgEP Activities
February 2021
Conservation Specialist - Sigrid Teets

Meetings Attended

MCD - February Board mtg (2-4-21)

MCD - Special Board mtg (2-17-21)

MCD - Pollination Spec mtg (2-19-21)

WFCD - February Board Mtg (2-10-21)

WFCD/MCD - AgEP staff mtg

Outreach/Education Activities

MCD - Newsletter article for AgEP

Ranking Completed

MCD - Clarkson - Lime - P

MCD - Nedrow - Hay Reseeding - P

Planning/Design Activities

MCD - Urban Ag Manual (Stakes/Trellis Standard)

MCD - Pollination Standard edits

MCD - Urban Ag - Greenhouse standard

WFCD - Rice - Frost Seeding Amount - H

Practice verification/Payment forms completed

MCD - Yost - Lime - Ma

WFCD - Rice - Frost Seeding - H

Training Completed

WVCA annual staff meeting/training sessions (2/09 - 2/12)

WV Small Farm Conference (2/23 - 2/26)

Correspondence
Mtg 3-3-21
@ 9 a.m.

Agriculture Enhancement State Committee

Allocation Formula Sub Committee Report

2-26-2021

At the Agricultural Enhancement Program State Committee meeting held on December 4th, 2020, a volunteer subcommittee was formed to further examine the proposed changes to the current allocation formula and make recommendations based on that examination.

Committee Members:

- ▶ Clyde Bailey- CCD
- ▶ Dennis Bailey- SCD
- ▶ Ron Miller- PVCD
- ▶ Sam Sheets- LKCD
- ▶ William Gellner- UOCD

After meeting for several weeks across many months, the Allocation Sub Committee has identified and ranked the following problems with the current allocation of funds for Agriculture Enhancement. Listed in order of priority.

Rollover Funds
Lack of Uniformity
Allocation Considerations
Cost Share Creep
Base Funding
Participant Cap
Cost Share Review
Unfunded Applications

After considering the following identified problems, the Allocation Sub Committee makes the following recommendations to be approved.

Allocation Formula:

- ▶ This recommendation is a combination of the 2 proposals made in December
 - Population- 5%
 - Farm Numbers- 37.5%
 - Farm Acres- 37.5%
 - Equal Base Distribution- 20%

Rollover of Unused District AgEP Funds:

Unused funds from previous years should be withheld from the current year's allocation and redistributed using the aforementioned allocation formula.

- ▶ EXAMPLE: District A is allocated \$50,000 for the upcoming Fiscal Year. District A has \$20,000 in AgEP funds that were not spent at the end of the current fiscal year (June 30th). \$20,000 in funds from the

upcoming fiscal year allocation are withheld from District A and combined with any funds withheld from other districts in the same manner. All withheld funds from all districts are then ran through the allocation formula and distributed to all districts using the current allocation formula. District A would have \$20,000 in its accounts of unused AgEP funds, plus \$30,000 from the upcoming fiscal year allocation (\$50,000 total, or what the formula originally said they would have for the current year's program), plus their allocated share of statewide withheld funds.

- Redistribution of rollover funds would only affect current AgEP Funding.
 - Will not include Emergency Funds or leftover project funding that the district chooses to use for AgEP such as Potato money or Demo Project funds.

Formula Timeframe:

The Committee recommends that the approved allocation formula be applied for at least 3 years starting with fiscal year 2022 (this year), with a yearly review to gauge the effectiveness in addressing the previously mentioned problem list.

Suggested AgEP Guidelines:

To address to artificial increase of cost share rates and caps to avoid money redistribution through rollover the committee recommends the following.

- Cost Share Rates
 - AgEP Document suggests a cost share rate of 50%-75%
 - Flat Rates need to be evaluated annually to ensure adherence with the AgEP Document
- Program/Participant Caps
 - The committee suggests that wording be added to the AgEP document to include guidance on reasonable payout and participant caps

Yearly Program Review:

The subcommittee recommends that the State Agricultural Enhancement Program Committee perform a yearly review of all district AgEP spending in relation to cost share rates, program caps, and participation in order to make more informed decisions about the program's future, and review adherence with program guidelines found in the AgEP document.

Completion Deadline:

The completion deadline for the Agricultural Enhancement Program is June 30th of each fiscal year. With the addition of a rollover mechanic it is essential that all districts ensure their staff have adequate time to verify and process all AgEP practices prior to the June 30th deadline.

- For districts to process LOR's and receive AgEP funding in a timely manner, rollover funding will be calculated directly after the June 30th deadline. Any outstanding payments made after the June 30th deadline will negatively affect available funding for the next year.
 - Districts who are excessively busy at the end of the fiscal year need to evaluate their programs timeframe in order payments to be made ahead of the June 30th deadline
 - Move deadlines up to facilitate more time buffer.



March 2021 WVCA Report

Administrative Survey

To improve inter-agency communication the WVCA would like Districts to answer the following questions:

1. Board Meeting Information

How do you want this information sent to district supervisors prior to monthly board meetings?

Email?

Regular Mail?

2. District Correspondence

Does the board wish to receive all correspondence forwarded to them and if so, what types of correspondence?

3. District Board Meeting DRAFT Agenda

It has been suggested the DRAFT agendas been distributed 5 days prior to the board meeting date instead of the mandatory 3 business days as defined in WV Open Meeting Laws. This would allow a two-day buffer for additions/corrections to be made to the draft agenda and then redistributed and posted as per WV Open Meeting Laws.

Also, how would you like this information sent to the board? Regular mail will require an earlier deadline, such as 7 days before the official meeting.

District Board Meeting DRAFT Minutes

Currently, the AS is required to send the draft meeting minutes to Brian Farkas, and their AD within 24 hours of the board meeting. Would you like the entire board to receive the draft minutes at the same time?

District Board Meeting APPROVED Minutes

The AS has been instructed to post APPROVED district board meeting minutes with 24 hours to the district webpage.

O&M Sponsorship Agreements

Don't forget to review your local sponsorship agreements and send to your local government partners for the FY22 budget year.

These agreements must be renewed annually to comply with constitutional budget provisions regarding fiscal years.

Local governments are finalizing their budgets for next fiscal year now and we need to make sure the requests have been presented.

Conservation Legislative Agenda

Working with the WVACD Legislative Committee SB 357 and HB 2633 have been introduced to clarify the language needed to continue the work we are doing.

The House Ag/Natural Resources Committee has endorsed HB2633 as amended and the bill now goes to House Govt. Org for its consideration before going to the full House for final action.

The Senate is delaying its consideration of the bill pending House action.

There was one minor change to remove the word “marine” and replace with “aquatic” in the definition of conservation.

The FY22 budget was presented and the governor has recommended that WVCA receive current level funding. This means we’ll be able to continue the work on the small watershed dams and channels.

Please remember to talk up HB2633/SB357 and the WVCA’s budget when you meet your local delegates and senators.

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.

Request to Conservation Districts

AgEP:

- **March 3 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

Conservation District Operation (CDO) Grant Funds

Districts are asked to prepare your CDO budget report for FY22. The budget needs to be presented to SCC in April.

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 please add to your 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.

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.

West Virginia 2021 Legislative Calendar

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

2021 Dates for the WVACD Quarterly Meetings

April 19 & 20 Stonewall Jackson Resort

July 19 & 20 CCD

October 18 & 19 Flatwoods

2021 Calendar of Events - Deadlines

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

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



March 2021
West Fork Conservation District
Administrative Specialist Report

February 2021 Minutes:

I have adjusted your minutes to reflect who is on skype and who is present in attendance at your Board meetings. You will notice in the attendance section that there is an italicized (*Skype*) next to your name if you have called in or on video. This will be carried forward on your minutes starting February 2021.

O&M Sponsorships:

I have been in contact with all sponsors of the Polk Creek and Salem Fork watershed dams. Here is what I know and what I have received going forward.

Lewis County Commission- \$5,000.00 received. NO Agreement. Cannot Process LOR for WVCA contribution until Agreement is received. Resubmitted another agreement via email on 2/25/2021.

Harrison County Commission- Agreement received for District signature then WVCA signature. \$8,000.00 NOT received. Will not cut check until all parties have signed and attested to the agreement. Will notify Willie Parker via Email when I have finalized agreement. Cannot process LOR for WVCA contribution until check is deposited.

City of Weston- Agreement received for District signature then WVCA signature. \$4,400.00 NOT received. They have a new City Manager. Nate Stansberry. He has notified me that payment will come mid-March. Once I receive payment I will process LOR for WVCA contribution.

Polk Creek O&M Work 2021:

During the February Board meeting. The Board has decided to bid out the O&M work needed on the Polk Creek watershed dams. I have been in contact with Ed Martin. He and Jim Roy are to put together a scope of work and a cost estimate to present to the Board at the March meeting. Upon Board approval, he or Jim Roy will submit the documents to WVCA contracting (Ed Cox) and move forward from there. Ed is looking to do the work in June/July time frame.

USI Insurance:

I have received the endorsements for the update in policy for workers comp.

Conservation District Operation (CDO) Grant Funds:

The General and CDO budgets for FY22 are present today for approval and submission to WVCA.

Internal Documents Review:

The Board needs to make a committee to review the District policy manual and employee manual.

Conservation Farmer:

If the Board wants to participate this year. It may be a good idea to start talking to potential recipients.

Important Dates/Other:

Check processing is on March 16th and 31st this month. Randy, Steve, please let me know what time you plan to come on those dates and if you cannot make it.

State AgEP committee meeting is on March 29th at 9 a.m.

For the month of March I am in the office on Wednesday afternoons, and all day on Friday's unless I need to take leave for any reason. I am also in office on check processing dates. As always if you need me at any time feel free to call, text, or email me.

Rward@wvca.us

681-381-8373