

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
April 14th, 2021

MINUTES

With a quorum being present, Chairman Plaugher called the April meeting of the Board of Supervisors to order on Wednesday, April 14th, 2021 at 9:01 a.m. at the USDA Service Center in Mount Clare, WV.

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

Others Present: **Cheryl Carlin, WFCD (Skype)**
 Sigrid Teets, WVCA (Skype)
 Jennifer Skaggs, WVCA (Skype)
 Jeremy Salyer, WVCA (Skype)
 Jim Roy, WVCA (Skype)
 Barb Foster, WFCD
 Dinah Hannah, WFCD
 Brandon Duckworth, NRCS

Welcome and Introductions: None present today.

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

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

Financial Report: The WVCA financial reports for March 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 February:

Randy Plaugher	\$293.00
Jane Cain	\$614.40
William Coffindaffer	\$227.20
William McClain	\$40.00

Larry Sponaugle	\$302.00	
James Foster	\$662.24	
Richard Steve Hannah	\$172.64	
Philip Osborne	\$ NA	<i>Totaling \$2,311.48</i>
Total gross spent to date:		\$23,133.40

S. Hannah moved to approve Supervisor’s February per Diem and Travel as presented. Motion seconded by McClain. 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) that were listed on the AgEP Committee meeting minutes on 3-31-21:

Barbara Bailey – Nutrient Management - \$215.70

Barbara Bailey - Lime - \$364.60

Joshua Garton - Hay Reseeding - \$400.00

Arden Skidmore – Pasture Division Fence - \$2,860.80

Patsy Sabatelli – Lime – \$392.20

Rickey Rice - Nutrient Management - \$156.00

Totaling \$4,389.30

S.Hannah/ Sponaugle. Motion carried to approve the payment(s) as presented.

AgEP Committee Meeting Minutes: Minutes from the AgEP committee meeting on 3-31-21 were presented for Board approval. No action was made on the minutes.

FY22 AgEP Administrative Agreement: The Board reviewed the Agreement and took the following actions:

Application period(s)

May 3, 2021, 9:00 am - May 14, 2021, 4:00 pm
If funding is available, a second sign up may be held in January 2022

Ranking period(s)

Ranking will begin during application period and planned to be completed by August Board Meeting 2021.
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Completion deadline(s)

December 3, 2021 - Lime, Nutrient Management (Oct 1* for spreading), Heavy Use Area Protection, and Winter Grazing
April 9, 2022 - Exclusion Fence, Pasture Division Fence, Frost Seeding (March 1* for seeding)
May 20, 2022 - Watering System, Hay Reseeding, second sign-up practices

S. Hannah/ Foster. Motion carried. To accept the application period, ranking period, and completion deadlines as presented.

2. Conservation Districts shall establish financial assistance rates and caps/maximums and cooperator cap.

Maximum Program Payout per Cooperator: _____
 Maximum Number of Practices per Cooperator: 2 approved per Fiscal Year

Practice	Payment Rate	Cap
Limbs	\$30 per ton	50 acres -based on soil test recommendations and lime value (1 ton/ac min - 3 ton/ac max) Not to Exceed \$3,000.00
Fences - Division - Wood Exclusion - Water Exclusion	\$1.60 per foot	2,500 ft Not to Exceed \$4,000.00
Nutrient Management (Commercial Fertilizer)	60% of total cost up to \$30 per acre	20 acres - Phosphorous Fertilizer ONLY 18-46-0, 0-46-0, or blend Not to Exceed \$600.00

Watering System	50% of cost Not to Exceed maximum allotment	Well Drilling - \$20/ft. Pipeline/Trough - \$1,500.00 Spring Development - \$1,700.00 Well Development - \$2,000.00
Winter Grazing (Stockpiling)	\$20 per acre For Purchase of Nitrogen (Urea) Fertilizer	Minimum of 50 acres Not to Exceed \$1,000.00 Ineligible after 2 yrs of participation
Heavy Use Area Protection	60% of total cost up to \$1.25/sq ft	Maximum of 2,000 sq. ft. and \$2,500.00
Frost Seeding - Pasture ONLY	60% of total cost up to \$15/ acre Legumes ONLY	50 acres \$750.00
Hay Reseeding	\$50/ acre NRCS Seed Mix	25 acres \$1,250.00

Foster/ Osborne. Motion carried. Accept the financial assistance rates and caps/maximums and cooperator cap as amended.

Coffindaffer/McClain. Motion carried. Accept all policies 5.1-5.7 on page 10 of the AgEP admin agreement.

Foster/ S. Hannah. Motion carried. Accept and approve the AgEP admin agreement.

Pasture Management Pilot Program: Coffindaffer/ Sponaugle. Motion carried. To bring the Pasture Management Pilot Program motion off the table. The Board took no further action on the motion.

Osborne, Sponaugle, and Duckworth would work on possibly using District funds to have a program like the pilot program that would be available to more cooperators.

Ward would send a letter to Teets informing the planning committee of the Boards decision to not participate in the Pasture Management Pilot Program.

OM&R Polk Creek & Salem Fork: Roy reported there is a riser plugged on Salem Fork 11a last month that the City removed. The channel work in the City of Weston has been completed and an invoice should be coming soon.

Coffindaffer reported on the lease agreement with the City of Salem regarding the slope mower, and in the agreement a Board member is to go and review the slope mower for wear and tear and condition of the mower. Plaugher said he would go and review the mower and send pictures of the mower to the auditor.

Polk Creek O&M Work Summer 2021: Roy reported the job showing is on 4/28/21 at 10 a.m. at the Pricetown Fire Department. Board members are encouraged to attend.

Carlin would put a legal ad in the Weston Democrat advertising the job showing. All information on the job can be found on the agency webpage.

Water Gap Fence- Polk Creek Site #4: Roy reported on talking with Donaldson and he would start working on it.

Dam Inspection Reports: Ward reported on receiving the dam inspections from the DEP for Salem Fork sites 11, 11a, and 12. Also reports for Polk Creek sites 1, and 8. She read through the recommendations to the Board. Roy reported most of these issues have been resolved or are in the process of being resolved. Copies of the report are in the office for review.

Board recessed at 10:47 a.m.

Board back to session at 11:03 a.m.

New Business:

District Employee/ WVCA Share point access: Ward reported on working with Ellison from IT to start an appointment process for cooperators to be able to make appointments with the District to sign up for AgEP. Carlin would need to be put on the WVCA system within windows for her to be able to be apart of this scheduling process. Along with the appointment system, the Share point access would also allow Carlin to share documents with Ward and back up District files to the one drive system. Ward reports this system would cost the Board \$425.55 annually if they would want to proceed.

Osborne/ Coffindaffer. Motion carried. To purchase the share point access with CDO funds. Ward would work with the district accountant to budget the item in the CDO account.

FOIA Request- WV Open The Books: Ward read through a recent FOIA request for all employees and elected officials payroll reports. Salyer reported the Board would need to present these reports if they had them available. Plaughter questioned if other Districts had this request and how they responded. Salyer reported he has had Boards that presented the documents, and he has had Boards that responded to the request for the requester to come and personally look at the documents at the District. The Board would like for Ward to respond to the requester to come and look at the documents if they want to look at them.

Soil Sampler: The Board would not offer the program this year.

Lewis/ Gilmer solid waste auth. Appointment: Ward reported on receiving a request from Betsy Peebles appointing Dr. Nabil Nasserri to sit on the solid waste authority board for Lewis and Gilmer counties. **Foster/ McClain. Motion carried. To accept Dr. Nasserri's appointment.**

Correspondence:

Rebuttal from GVCD
Bids GVCD- No Till Seeders

Funding Requests: None.

Letters of Request: Two LOR's are present today for the City of Weston OM funds for \$4,400.00, and the Harrison County Commission for \$8,000.00. **S. Hannah/ Coffindaffer. Motion carried. Accept and approve the LOR's as presented.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

D. Hannah reported on the progress of the Conservation Education Council. The DEP secretary that D. Hannah has been working with has retired.

Foster reported the awards council will have farm program awards that will run concurrent with the 2019 program. He recommends that the Board think of farmers to recognize for the program. Ward would have Conservation Farmer on the agenda for May.

S. Hannah reported on his resignation from the Board and has submitted his letter to Plaughter for signature of approval. Plaughter read S. Hannah's letter to the Board. S. Hannah would be resigned from the Board as of close of business on 4/30/21. He thanked the Board for being a part of their group and wishes them well in the future. **Foster/ McClain. Motion carried. Accept S. Hannah's resignation.**

Ward questioned who would take on the role of Treasurer in S. Hannah's absence. **McClain/ Foster. Motion carried. To have Coffindaffer be treasurer in S. Hannah's vacancy.**

NRCS: Duckworth reported on working on applications. They ended up having more money than applications. He reported on needing to have a Local Work Group meeting. Ward would have this on the agenda for May. The COVID restrictions for the office have changed. They are able to work at 50% capacity and public entrance is valid after answering screening questions.

FSA: No report.

WVU Extension: No report.

Forestry: No report.

WVCA Report: Teets had nothing more to report.

Salzer provided a paper report that is present. *(Please see attached report.)*

He also had two more items to mention. HB, and the WVCA is not taking any budget cuts this year.

Ward provided a paper report that is present. *(Please see attached report.)*

WFCD Report: Carlin reported on being busy with phone calls, lime spreaders, and water supply sales. The Chestnut trees are fully booked and wondered when they would be delivered. Cain reported they may be available in the next two weeks. Carlin thought they would need 16 extra trees. She also reports the newsletter has been released for the spring, and she has been summoned for jury duty again.

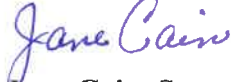
Public Comments: None.

Conservation Agreements: One conservation agreement is present today.
Jesse Love, Harrison County, 90 acres.

Coffindaffer/ Sponaugle. Motion carried to approve conservation agreement.

Set Date of Next Meeting: The next meeting will be held on May 12th, 2021 at the Vandalia Community Building at 9 a.m.

Respectfully submitted,



Jane Cain, Secretary



Randy Plaucher, Chairman

**Minutes Recorded by Robin Ward, Administrative Specialist West Fork CD
The Board Adjourned at 12:04 p.m.**

**WFCD AgEP Committee
Meeting minutes
March 31st, 2021**

Location: Mount Clare USDA Service Center- Mount Clare, WV

Date: March 31st, 2021

Attendees: Jeremy Salyer, Robin Ward, Sigrid Teets, Cheryl Carlin, Bruce Loyd, Phil Osborne, Steve Hannah, Jim Foster, Randy Plaughter, Larry "Bud" Sponaugle, Bill McClain, Bill Coffindaffer

Time: 9:00 a.m.

Agenda items:

I. FY-21 AgEP Payment Approvals:

- Barbara Bailey – Nutrient Management - \$215.70
- Barbara Bailey - Lime - \$364.60
- Joshua Garton - Hay Reseeding - \$400.00
- Arden Skidmore – Pasture Division Fence - \$2,860.80
- Patsy Sabatelli – Lime – \$392.20
- Rickey Rice - Nutrient Management - \$156.00

Totaling \$4,389.30

Coffindaffer/ McClain. Motion carried. Approve AgEP payments

II. FY-22 Administrative Agreement:

a) Invasive Species Practice

Discussion was made on whether to have the program or not. Half of the committee was concerned on being held liable for wrong use of pesticides and the program being a production program. Half the committee felt it was a good practice to have and the Commissioner of Ag had asked the District to have a program.

Plaughter/ McClain. Motion carried. Rescind the motion made on 1-15-21 to have an invasive species program.

b) Program Deadlines

December 3rd, 2021 completion deadline for Lime, Heavy Use Area, Winter Grazing, and Nutrient Management. Nutrient Management have work done by October 1st, 2021 but have paperwork completed by December 3rd, 2021. April 8th, 2022 completion deadline for Fence, and Frost Seeding. The rest (water systems, hay reseeding, and second sign up) would be May 20th, 2022.

Plaughter/ McClain. Motion carried. Accept deadline dates as presented.

c) Cost Share Rates (50%-75%)

Discussion was made on the rates of cost share and how much was being put into each practice. **Plaughter/ McClain. Motion carried. Drop flat rate and go with 60% of the cost including materials, labor, and whatever receipts they**

turn in with a not to exceed rate on Nutrient Management, Heavy Use Area, and Frost Seeding.

- d) Limit the number of applications cooperators can submit
The rules will stay the same for this year as last fiscal year. The committee felt that the cooperators could apply for whatever practice they wanted, but they would only be approved for 2 practices and they would need to number their preference.
- e) Adjusting liming rates according to ENV/CCE
Discussion was made on the ENV and CCE of the lime around and how cooperators were effectively applying the amount of lime that they need. Sigrid would work on taking cooperators soil tests into account and inform cooperators that they may need to apply more lime based on their soil test results and the lime they have available.
- f) Cooperator Deadline to accept/ sign agreement
Discussion was made on the amount of time cooperators would have to get contract agreements signed and returned into the office. The committee felt two weeks was sufficient and that the deadline would be two weeks from approval letter date with postmarked items accepted.

SUMMARY OF MOTIONS

Action Items	Moved/Seconded	Motion States
AgEP Payments	Coffindaffer/ McClain	Approve payments as listed.
Invasive Species Practice	Plaughter/ McClain	Rescind the motion made on 1-15-21 to have an invasive species program.
Program Deadlines	Plaughter/ McClain	Accept deadline dates as presented.
Cost Share Rates	Plaughter/ McClain	Drop flat rate and go with 60% of the cost including materials, labor, and whatever receipts they turn in with a not to exceed rate on Nutrient Management, Heavy Use Area, and Frost Seeding.
Adjournment	Coffindaffer/Foster	Adjourn 11:04 a.m.

Minutes recorded by Robin Ward,
Administrative Specialist for West Fork Conservation District
West Virginia Conservation Agency

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

The West Fork Conservation District AgEP Committee met on 3/31/2021 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
B. Bailey	Nutrient Management	7.19 Ac	\$215.70	1280
B. Bailey	Lime	25.04 T	\$364.60	1280
J. Garton	Hay Reseeding	8 Ac	\$400.00	1281
A. Skidmore	Pasture Div. Fence	1,788 Ft	\$2,860.80	1279
P. Sabatalli	Lime	48.28 T	\$392.20	1282
R. Rice	Nutrient Management	5.2 Ac	\$156.00	1283
		Total	\$4,389.30	


 Committee Chair



April 2021 WVCA Report

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 HB 2633 has been approved by the House and endorsed by the Senate Judiciary Committee. It appears the bill will be approved this session.

The House Finance Committee has submitted an FY22 budget that keeps WVCA funding at current levels. It's important that you reach out to your elected officials to encourage them to support the FY22 WVCA budget.

The session ends April 10.

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.

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.

State Fair of WV Sign Ups

The schedule for state fair volunteers is now available under the WVCA admin webpage. If you would like to schedule a time frame to work at the fair, please contact your Administrative Specialist.

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.

A decision on a statewide contest has not been made. In the meantime, districts should consider how to honor local cooperators.

West Virginia 2021 Legislative Calendar

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



April 2021
West Fork Conservation District
Administrative Specialist Report

Agenda Adjustments:

I have added AgEP committee meeting minutes approval to the AgEP section of the agenda. Here is where review of the committee meeting minutes should have been completed before the Board meeting, and the full Board can discuss and/or move to approve the minutes. This is to make transparent what happens in committee and is presented to the full Board for approval.

AgEP FY22 Sign up Preparation:

Worked with IT to set up a virtual appointment process for cooperators. Going to take appointments this year. I will be in the office Monday, Wednesday, and Friday both weeks of sign up. Cooperators can begin making appointments and getting applications April 26th, 2021.

Conservation District Board Cheat Sheets: I sent an email to the Supervisors on 3-12-21 trying to get feed back on giving the Board "Cheat Sheets" on the following:

- Contracting
- LOR's
- Conservation District Operation (CDO) grant funds
- ***All District funds in general***
- Roberts Rules of Order (Parliamentary Procedure)
- Agriculture Enhancement Program
- Budgets

I had not gotten any feed back from anyone and just wondered what everyone thought about this?

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.

Follow up on 3-26-21 should know more info 3-30-21 budget hearing needs to be completed to process contract agreement.

Harrison County Commission- Agreement received. Money not yet received. Waiting for hard copy to come back from WVCA.

City of Weston- money received. AGR received. Lor processed today's meeting.

Polk Creek O&M Work 2021:

Received posting from Roy and passed out to supervisors via email on 3-23-21. The job is posted on the Agency webpage. Job Showing information is below:

CALENDAR YEAR:	2021
POC:	Edward Cox
Contract Num:	2021-4-28 OMR WFCD PC M&M
PROJECT:	Polk Creek Dams Mowing & Maintenance
DISTRICT:	West Fork

COUNTY: Lewis
SIGN IN TIME: 10:00 AM
PREBID DATE: 4/28/2021
PREBID TIME: 10:15 AM
PREBID/JOB LOCATION: Pricetown Fire Department

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 April 16th and 30th this month. Randy, Steve, please let me know what time you plan to come on those dates and if you cannot make it. Farm tour is on April 19th, 2021 starting at 1 p.m. at Quill Ward's farm in Johnstown, WV. Dinner is at Lambert's winery following the farm tour.

For the month of April, 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

AgEP Activities

March 2021

Conservation Specialist - Sigrid Teets

Meetings Attended

MCD/WFCD Allocation Formula Teleconference

MCD/WFCD State AgEP Committee Mtg

MCD - March Board Mtg.

MCD - AgEP Committee Mtg.

WFCD - March Board Mtg.

WFCD - AgEP Committee Mtg.

Outreach/Education Activities

MCD - Pollination Practice Standard Presentation

MCD - Flyer for AgEP and PWMP

WFCD - AgEP Newsletter article

Answered program related questions to new and existing cooperators (WFCD - Kocsis, Cottrill, McCollough, Huffman, MCD - Metheney, McKee, Unknown)

Ranking Completed

MCD - Krynicky - Lime - P

UOCD - Gibson - O

Planning/Design Activities

Called all cooperators with unfinished projects to remind them of upcoming deadlines.

Assisted/answered program and practice related questions as needed.

WFCD - 15 cooperators

MCD - 29 cooperators

MCD - Fence design - Wright - Mo.

Practice verification/Payment forms completed

MCD - Bolyard - HUAP - P

WFCD - Skidmore - P.D. Fence - H

WFCD - Bailey - Lime - H

WFCD - Bailey - Nurtrient Mgmt. - H

WFCD - Sabatelli - Lime - H

WFCD - Garton - Hay R.S. - L

WFCD - Rice - Nutrient Mgmt. - H

