

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

June 9th, 2021

MINUTES

With a quorum being present, Chairman Plaugher called the June Board of Supervisors meeting to order on Wednesday, June 9th, 2021 at 9:16 a.m. at the Cedar Creek State Park in Gilmer County, WV.

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

Others Present: Barbara Foster, Associate Supervisor
Cheryl Carlin, WFCB
Richard Law, NRCS
Tom Wilsoncroft, NRCS,
Lily Byars, NRCS,
Steve Cronin, Guest
Daisy Bailey, WVU Extension
Jim Roy, 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 May 12, 2021 minutes will stand approved as mailed. **Coffindaffer/McClain. Motion carried. Approve minutes.**

Financial Report: The WVCA financial reports for May are in the Supervisor's books for review. The balance sheet and income statement from John Law CPA for May are not present today. John Law CPA General and CDO account financials for May are not present today. **Foster/Coffindaffer. Motion carried. Financial reports will be filed for audit.**

Supervisor Per Diem and Travel: Treasurer B. Coffindaffer reported on the following Supervisor's Per Diem and Travel expenses for the month of April:

Randy Plaugher	\$822.56
Jane Cain	\$1,513.96
William Coffindaffer	\$589.04

William McClain	\$197.28	
Larry Sponaugle	\$473.20	
James Foster	\$2,029.35	
Richard Steve Hannah	\$245.12	
Philip Osborne	\$0	<i>Totaling \$5,870.51</i>
Total gross spent to date:		\$31,783.15

B. Coffindaffer moved to approve Supervisor's May per Diem and Travel as presented. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: None present

Unfinished Business:

Ag Enhancement Program: Teets submitted a paper report. She would like to schedule an AgEP committee meeting the week of the 21st (except Wednesday). The AgEP Committee Meeting is scheduled for Thursday, June 24th, 2021 at 9:00 a.m.

Foster reported on the following FY21 AgEP payments:

S. McKinney	HUA	\$2,500.00	
S. McKinney	PDF	\$608.00	
A. Skidmore	Water	\$3,956.83	
V. Woodford	Lime	\$1,932.00	
S.T. Bond	Water	\$1,335.74	
C. Hinterer	HUA	\$1,812.50	
C. Hinterer	NM	\$600.00	<i>Totaling \$12,745.07</i>

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

Foster reported on the following FY21 AgEP cancelations:

C. Burnside	Lime	\$314.00	
C. Burnside	NM	\$423.30	
C. Oliverio	Water	\$5,000.00	
J. Cain	Water	\$1,700.00	
J. Cain	Water	\$1,700.00	<i>Totaling \$9,137.30</i>

Foster/Coffindaffer. Motion carried to approve the cancelations as presented.

OM&R Salem Fork & Polk Creek: Roy reported that the Salem dams have been mowed. The Ventrack slope mower was sent to Middletown Tractor for repairs. Thrasher Engineering has plans to check the slip on Polk Creek #6.

Polk Creek OM Work Bid: The contract for the OM work needed on Polk Creek has been signed. Work is to be started on June 22nd, 2021.

Water Gap Fence Site #4: No new report

Dam Inspection Reports: Roy reported that the DEP has completed inspections on the dams. He said that cattails were seen to be a problem and they need to be addressed.

New Business:

Supervisor Vacancy Appointment: McClain submitted a letter of recommendation to the Board detailing reasons why Steve Cronin is suited to serve the remainder of Steve Hannah's term for Lewis County. Cronin reported that he has just received the needed paperwork to fill out for the vacancy. Carlin told him that he needs to get that filled out and returned to us. **McClain moved to send the recommendation to the State Conservation Committee stating that the Board approves Steve Cronin to the Lewis County vacancy position for the remainder of Steve Hannah's term. Motion seconded by Coffindaffer. Motion carried.**

POW Review: Foster moved to make the discussed changes to the FY21 POW and close it out for the year. **Motion seconded by McClain. Motion carried.** Sponaugle moved to make the discussed wording changes to the FY22 POW. **Motion seconded by Cain. Motion carried.**

Correspondence:

TVCD Equipment for sale – No action was taken

Site Visit Elk Creek – Phil Osborne will represent the Board at the Nutter Fort site visit on Tuesday, June 15, 2021.

Funding Requests: None present today.

Letters of Request: Lewis County Commission OM Contribution. **Foster moved to approve the \$5,000.00 Lewis County Commission LOR and send to WVCA, pending receipt of the Agreement. Motion seconded by McClain. Motion carried.**

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

Board Member & Associate Supervisor Reports: Foster reported that the Solid Waste Authority had a county wide cleanup in Doddridge County on May 15th, 2021. There was an abundance of trash, including tires, picked up at a cost of \$6,000.00. There will be another tire pickup in July that is sponsored by the State. They finally have a Gilmer County representative for the Solid Waste Authority.

Coffindaffer would like to have Harrison County Extension Agent Jennifer Friend, Solid Waste Authority Don Wikert and Steve Cronin added to the board meeting notification list.

Cain has been attending the State Fair Committee phone calls. She said that everyone can start signing up to man the booth. They are hoping to update the booth this year. She also stated that she has had a lot of interest in the rain barrel class.

Sponaugle reported that FSA is paying off farm loans for minorities. He has filed a complaint for racial discrimination.

NRCS: Tom Wilsoncroft is filling in for Brandon Duckworth while he is on vacation. NRCS is finished ranking their CSP applications. The first allocations of EQIP have been obligated. They hope to have the CSP pre-approvals completed by the beginning of July. There are 11 EQIP contracts obligated in West Fork. NRCS is using a new program for rankings and it has been challenging. Law stated that the new farm facility in Doddridge County is very nice.

FSA: No one present to report.

WVU Extension: Bailey reported that, for the most part, the County Extension offices are opened back up. Masks are now not needed during outdoor activities. They had good online programs during the past year. She hopes to plan some Summer outdoor activities in Gilmer County.

Forestry: no one present to report.

WVCA Report: Teets, Salyer and Ward submitted written reports (*see attached*).

WFCD Report: Nothing to report

Public Comments: No comments reported.

Conservation Agreements: 3 conservation agreements are present today:

Doddridge County School, Doddridge County, ?? Ac


Rick Hitt, Lewis County, 200 Ac

Michael & Kimberly Spangler, Lewis County, ?? Ac

Foster/ McClain. Motion carried. Approved agreements.

Set Date of Next Meeting: The next meeting will be held on July 14th, 2021 at the USDA Service Center in Mount Clare, WV at 9 a.m.

Respectfully submitted,


Jane Cain, Secretary


Randy Plaugher, Chairman

**Minutes Recorded by Cheryl Carlin for the West Fork CD
The Board Adjourned at 10:55 a.m.**

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


Travel and Per Diem - Treasurer Approval for Payment
 Month/Year April 2021

Name	Travel	Per Diem	Total
Randy Plaughter	302.56	520.00	822.56
Jane Cain	753.96	760.00	1513.96
Bill Coffindaffer	229.04	360.00	589.04
Bill McClain	72.28	120.00	197.28
Larry Sponaugle	153.20	320.00	473.20
Jim Foster	989.35	1040.00	2029.35
Steve Hannah	85.12	160.00	245.12
Phil Osborne			
TOTALS			5870.51

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

The West Fork Conservation District Board of Supervisors met on 6/9/2021 and approved the following cancelation(s).

Name	Practice	Amount	Payment	Check #
C. Burnside	Lime	15.7 T	\$314.00	
C. Burnside	NM	14.11 Ac	\$423.30	
C. Oliverio	Water System	Drill/ Well Development	\$5,000.00	
J. Cain	Water System	Spring Development	\$1,700.00	
J. Cain	Water System	Spring Development	\$1,700.00	
		TOTAL	\$9,137.30	


 Committee Chair

West Fork Conservation District

AgEP Update

June 2021

AgEP FY-21

All projects that have been completed have been verified. Payment approvals are prepared for today's meeting (6/9/21).

Summary of FY-21 Program:

Approved FY-21 \$88,298.10

Spending FY-21 \$70,538.45

Completion Rate: 80%

NOTE: Spending amount includes today's approvals.

AgEP FY-22

Sign-Up period was (May 3, - May 14)

Summary of Applications received:

Applications 84

Cooperators 45

Amount requested \$160,000.00

NOTE: Amount requested is an estimate. It includes all applications regardless of the number of applications per cooperator. Also, max. cost estimate per practice was used for several projects actual amounts may be lower. I plan to prioritize Nutrient Management, Lime, and Heavy Use rankings due to early deadline.

ACTION NEEDED: We need to schedule a committee meeting to determine budget per practice. The week of June 21st is my preference except for Wednesday.

Report Prepared by Sigrid Teets 6/7/21



June 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.

WVCA Operations

The WVCA employees will continue to telecommute until the governor removes his "safer at home" order. It's anticipated this will last until the fall.

The WVCA is encouraging its employees and supervisors to follow COVID protocols, continue wearing masks if they are not vaccinated and practice social distancing. The WVCA also encourages the continued use of telecommunication as much as possible.

AgEP:

- **May/June/July 2021**– CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

If you haven't updated your AgEP Administration agreement and addendum for the upcoming year, please do so now. The deadline for submitting is June 15 to Guthrie.

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 fare, please contact your Administrative Specialist.

Conservation Farm Tour

Planning for your district's participation in the 2021 conservation farm recognition event should be well underway. At this time, there will be a statewide contest. Please let Kim and Jeremy know by June 1 if your district will have candidates for the area judging, or if your district will just honor farmers locally. As always, the statewide event is being developed by the District Association and the Awards Council.

Again, please let Jeremy and Kim know if your district plans to participate in the regional contest.

Timelines:

- **May** - County and District judging.
- **June 1** – District winner nomination packet is due to Area Director which includes the completed farm bio, conservation farm plan and conservation plan map.
- **July** - Area judging.
- **August** - Statewide judging.
- **October** – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.

2021 Dates for the WVACD Quarterly Meetings

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.

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



*Administrative Specialist Report
West Fork Conservation District
June 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. Follow up on 3-26-21 should know more info 3-30-21 budget hearing needs to be completed to process contract agreement. Follow up made on 5-5-2021. Follow up made 5-28-21 agreement sent again.

Harrison County Commission- Process Completed.

City of Weston- Process Completed.

Polk Creek O&M Work 2021:

Daniel Radcliff with D&R Enterprises has signed the notice to proceed and contract agreement. The project is scheduled to begin on **June 22nd, 2021** with a timeline of 30 calendar days from start of work.

Supervisor Vacancy Lewis County: Steve Cronin should have submitted his Biography for Board review today along with his signed statement of qualifications and cover letter that needs signed by Randy. This information needs submitted to Belinda by June 18th for it to be put on the SCC's July agenda for approval.

Slope Mower Lease Renewal: Randy had dropped this off to Ronnie Davis for review from the City of Salem. I am waiting to receive the lease back for signature.

Important Dates/Other:

Check processing is on June 15th, and June 30th this month. Randy, Bill Coffindaffer, please let me know what time you plan to come on those dates and if you cannot make it.

For the month of June, 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 the office on check processing dates.

- I am planning to take vacation on June 10th, 11th, and 14th.
- The offices are closed on June 21st in observance of WV Day.
- I will be out of the office on July 1st- July 5th, 2021.

As always if you need me at any time feel free to call, text, or email me.

Rward@wvca.us

681-381-8373

