



**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
August 11th, 2021**

**MINUTES**

With a quorum being present, Vice- Chairman Foster called the August Board of Supervisors meeting to order on Wednesday, August 11<sup>th</sup>, 2021 at 9:10 a.m. at the Oxford Grange Building, West Union, WV.

**Supervisors Present:** William Coffindaffer                      Jane Cain  
Steve Cronin  
Larry Sponaule    Jim Foster  
Phil Osborne

**Others Present:** Robin Ward, WVCA  
Sigrid Teets, WVCA  
Bruce Loyd, WVU Extension  
Cheryl Carlin, WFCB  
Clinton Means, Doddridge County Commissioner  
Jim Roy, WVCA

**Welcome and Introductions:** Doddridge County Commissioner, Clinton Means is present today.

**Agenda Approval:** Ward reported on receiving notification in the mail on the CD maturity at Harrison County Bank. It would need to be added to today's agenda.  
**Sponaule/ Coffindaffer. Motion carried. Approve today's agenda with the addition of CD Maturity under new business.**

**Minutes:** With no additions made, the July 14<sup>th</sup>, 2021 minutes will stand approved as mailed. **Coffindaffer/Sponaule. Motion carried. Approve minutes.**

**Cooperating Agencies Report:**

**WVU Extension:** Loyd reported on the State livestock judging contest during the jamboree at Jacksons Mill. The State dairy show is this upcoming weekend. Farm Bureau bought a new trailer and made it into a portable milk house. The round up is coming up and is scheduled for 9-15-21 through 9-19-21. Cattlemans college will be held at Cannan Valley this year from 12-3-21 through 12-4-21. WV Cattlemans association hired a new employee that is paired with the WV Farm Bureau. Dinner meetings are being scheduled for this winter they are still working on finalizing speakers. A program called turn row which features WV grown foods is up and running and is run out of the building in Weston, WV on Tuesdays.

**Financial Report:** The WVCA financial reports for July are in the Supervisor’s books for review. The balance sheet and income statement from John Law CPA for July are present today. John Law CPA General and CDO account financials for July are present today. **Coffindaffer/ Sponaugle. Motion carried. Financial reports will be filed for audit.**

**Supervisor Per Diem and Travel:** Ward reported Melinda Law had found a discrepancy in the April supervisor per diem and travel report. The approved amount as stated in the May minutes is \$5,870.51. The amount should be \$5,855.12. This is due to an error found on Foster’s April travel form. **Osborne/ Coffindaffer. Motion carried. To approve and amend the error.**

Treasurer Coffindaffer reported on the following Supervisor’s Per Diem and Travel expenses for the month of June:

Randy Plaugher	\$492.16
Jane Cain	\$547.56
William Coffindaffer	\$434.00
William McClain	\$319.84
Larry Sponaugle	\$237.72
James Foster	\$622.24
Philip Osborne	\$209.60 Jan. \$136.00 Feb. \$136.00 Mar. \$136.00 Apr.\$388.40 May. \$85.92
	<i>Totaling \$3,745.44</i>
	<b><i>Total gross spent to date: \$38,371.67</i></b>

**B. Coffindaffer moved to approve Supervisor’s June Per Diem and Travel as presented. Motion seconded by Sponaugle. Motion carried.**

**Approval of Invoices and Payments:** Ward reported an invoice from D+R enterprises is present today for the OM&R work done on the Polk Creek dams. The invoice is for \$18,810.00. **Coffindaffer/ Sponaugle. Motion carried. Approve and send the invoice.**

**Unfinished Business:**

**Ag Enhancement Program:** Teets reported on the AgEP committee meeting that was held on July 30<sup>th</sup>, 2021. The minutes are present for review and she went over the database on the back of the minutes. Teets asked if the Board liked the way she was doing the program this year or would they want to make changes.

Teets reported on the following approvals:

S.Fesler	Lime	107.85T	2,157.00
E.Garton	Lime	60T	1,200.00
M.Spangler	Lime	150T	3,000.00
J.Garton	Lime	150T	3,000.00
K.Greynolds	Lime	97.8T	1,956.00
P. Osborne	Lime	42T	840.00

M.Shiflet	Lime	150T	3,000.00
R.Wentz	Lime	59.64T	1,192.80
I.Pritt	Lime	66.9T	1,338.00
M.Heckert	Lime	69.6T	1,392.00
L.Wolfe	Lime	27T	540.00
A.Stout	Lime	150T	3,000.00
J. Gifford	Lime	125.1T	2,502.00
J.Sprouse	Lime	132.36T	2,647.20
R. Suan	NM	20 ac	600.00
A. Stout	NM	20 ac	600.00 <i>totaling \$28,965.00</i>

**Coffindaffer/ Sponaugle. Motion carried. To approve the approvals as presented.**

Teets reported she will have more approvals available later in the month. The AgEP committee will meet on August 30<sup>th</sup>, 2021 at 9 a.m. at the Mount Clare office to review these approvals.

**OM&R Polk Creek & Salem Fork:** Roy reported the fence has been built on Polk Creek site #6 and the cattle can now be regulated. There is a tree down on Polk Creek site #9 and it has taken out the fence.

**Danny Gum Mowing Polk Creek#4:** Ward reported on receiving a letter from Gum requesting payment for his mowing of Polk Creek site #4. **Sponaugle/Cain. Motion carried to send Gum \$500.00 for his work.**

**Water Gap Fence- Polk Creek Site #4:** No new report.

**Dam Inspection Reports:** Ward reported on receiving an engineer report from the WVCA on behalf of THRASHER for the slip on Polk Creek site #6. Nothing is needed on this today. The report is here for review, and the report will go on next to NRCS.

**Fall Banquet/ Grassland Farmer:** Ward questioned on location and time for the banquet. Foster has not heard from the Doddridge County Park but said if he does not hear anything, the banquet will be at the Oxford Grange building. The banquet will start at 5:30 p.m. Butch Wilmoth is still in consideration for grassland farmer this year. He needs to be contacted to see if he is willing to participate. If he is willing to participate the tour will be on September 2<sup>nd</sup>, 2021 at 5p.m.

**New Business:**

**FY22 Committees Review:** With the incoming of Steve Cronin, Ward thought it would be good to review the committees. Foster commented that Cronin would fill where S. Hannah was serving, and Coffindaffer would need to be the Chairman of the budget and finance committee.

**CD Maturity:** Ward reported the small CD that is at Harrison County Bank is maturing on August 14<sup>th</sup>, 2021. The board has until August 24<sup>th</sup>, 2021 to look for other interest rates and make a decision to move the CD or keep it at its current location. **Cain moved**

to give Coffindaffer the authority to shop for the highest interest rate and move the CD for one year term. Motion seconded by Sponaugle. Motion carried.

Board recessed at 10:36 a.m.

Board back to session at 10:36 a.m.

**Correspondence:**

AgEP Committee Meeting Minutes 7-30-21- Coffindaffer/ Cronin. Motion carried.

Approve minutes as presented.

Farkas letter AgEP funds

2021 Envirothon Update

WVU Organic Farm Field Day

**Funding Request-** There is one request present today from the DEP Youth Environmental Program for \$180.00. Osborne/ Sponaugle. Motion carried to send \$180.00 this year.

**Letters of Request-** There are two LORs present today. The FY22 Annual Contribution O&M from Lewis County Commission for \$5,000.00, Agreement # 1405-02, LOR ID# 12678, and the FY22 AgEP Allocation for \$83,000.00, Agreement # 1024-09, LOR ID# 12676. Coffindaffer/ Osborne. Motion carried. Approve and submit the LORs as presented.

**SPRP/EWP Project:** Foster has been working on a 713u agreement with the Doddridge County Commission and is waiting to hear back from Farkas what the percentage of funding will be from the agency on the agreement. He is under the impression that the Commission would do the work and take care of the project and the District/State would fit the bill.

**Board Member & Associate Supervisor Reports:**

Cain reported she attended the quarterly meeting in Charleston. They toured Saltworks and thought it was a really nice tour. She talked about the auction coming up for the next quarterly meeting. The Districts are allowed to make grants to the association to help fund auction items. Century Farm signs can be replaced at the discretion of the District.

Foster reported that Heather Duncan has been hired as the WVACD Executive Director. She is to come to each District meeting statewide. He also reported the legislative committee is working on changing the 19-21a code. He has a copy today of the proposed changes and urged the Board to review those changes, specifically 21a-6, and submit written comments to him ASAP.

**WVCA Report:**

Salyer provided a paper report (*See attached*)

Ward reported the FY21 audit is scheduled for October 7<sup>th</sup> and 8<sup>th</sup>, 2021. She needs WVACD quarterly meeting registrations due back to her by September 24<sup>th</sup>. She also provided a paper report. *(See attached)*  
Teets had nothing more to report.

**WFCD Report:** Carlin reported on the weed wiper being busy and had some repairs done to it by a cooperater. Foster is going to repair the belt. She has forgotten the travel and per diem papers for the Supervisors in their books, but will mail them a copy.

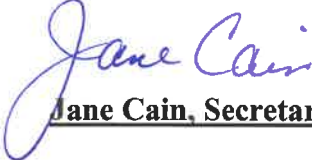
**Public Comments:** Mr. Means commented on enjoying his time attending the Board meeting. Due to oil and gas funds, there are a lot of new infrastructure projects taking place in Doddridge County.

**Conservation Agreements:** One agreement is present today:  
Roger Curtis, Lewis County, 100 acres.

**Coffindaffer/ Sponaugle. Motion carried. Approve conservation agreement.**

**Set Date of Next Meeting:** The next meeting will be held on September 8<sup>th</sup>, 2021 at the USDA Service Center in Mount Clare, WV at 9 a.m.

**Meeting adjourned at 11:54 a.m.**  
**Respectfully submitted,**

  
**Jane Cain, Secretary**

  
**Randy Plaucher, Chairman**

**Minutes Recorded by Robin Ward, Administrative Specialist for the West Virginia Conservation Agency/ West Fork Conservation District.**

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

The West Fork Conservation District Board of Supervisors met on 8/11/21 and approved the following practices.

Name	Practice	Amount	\$Encumbered	Check #
S.Fesler	Lime	107.85T	2,157.00	
E.Garton	Lime	60T	1,200.00	
M.Spangler	Lime	150T	3,000.00	
J.Garton	Lime	150T	3,000.00	
K.Greynolds	Lime	97.8T	1,956.00	
P. Osborne	Lime	42T	840.00	
M.Shiflet	Lime	150T	3,000.00	
R.Wentz	Lime	59.64T	1,192.80	
I.Pritt	Lime	66.9T	1,338.00	
M.Heckert	Lime	69.6T	1,392.00	
L.Wolfe	Lime	27T	540.00	
A.Stout	Lime	150T	3,000.00	
J. Gifford	Lime	125.1T	2,502.00	
J.Sprouse	Lime	132.36T	2,647.20	
R. Suan	NM	20 ac	600.00	
A. Stout	NM	20 ac	600.00	
	<b>Totalling</b>		\$ 28,965. <sup>00</sup>	

  
 Committee Chair

West Fork Conservation District  
 AgEP Committee Mtg  
 7/30/21

FY22 AgEP Budget

Heavy Use Area Protection

			Applied For	
Last Name	First Name	Practice Applied	\$ Amount	Sq. Ft
Spangler	Michael	Heavy Usea Area Protection	\$ 2,500.00	2000
Tomes	Mike	Heavy Usea Area Protection	\$ 2,500.00	2000
Sabatelli	Patsy	Heavy Usea Area Protection	\$ 2,500.00	2000
Spry	Lloyd	Heavy Usea Area Protection	\$ 1,125.00	900
Williams	Cole	Heavy Usea Area Protection	\$ 2,500.00	2000
Zinn	Manley	Heavy Usea Area Protection	\$ 2,500.00	2000
Hardman	Terry	Heavy Usea Area Protection	\$ 2,500.00	2000
Shiflet	Michael	Heavy Usea Area Protection	\$ 2,500.00	2000
Bennett	E. Scott	Heavy Usea Area Protection	\$ 1,875.00	1500
X Ward	Quill	Heavy Usea Area Protection	\$ 2,500.00	2000
Reed	Twila	Heavy Usea Area Protection	\$ 2,500.00	2000
Nuzuum	Richard	Heavy Usea Area Protection	\$ 2,500.00	2000
Suan	Robert	Heavy Usea Area Protection	\$ 2,500.00	2000
Ashcraft	William	Heavy Usea Area Protection	\$ 2,500.00	2000
Garton	Joshua	Heavy Usea Area Protection	\$ 1,625.00	1300
Phares	Daniel	Heavy Usea Area Protection	\$ 2,500.00	2000
X Ward Land and Cattle		Heavy Usea Area Protection	\$ 2,500.00	2000
Ward	A. Creed	Heavy Usea Area Protection	\$ 2,500.00	2000

\$42,125.00





## August 2021 WVCA Report

### Items to be thinking about and placed on your agendas in the coming month:

- Carroll Greene Nomination – form is due to Belinda Withrow by September 1
- WVACD Honorary Member At Large – form due to Joe Gumm by September 1
- WVACD Lifetime Honorary Member – form due to Joe Gumm by September 1

### CDO Budget Expenditure Report for FY20

This report is due to Guthrie by September 1.

### Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30<sup>th</sup>. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

### 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.

### WVCA Operations

The WVCA continuing to telework and is encouraging its employees and district 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. The previous date of September 7<sup>th</sup> for return to work has been pushed back due to COVID and will be reevaluated as more information is received.

### 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

- **August** - Statewide judging. THIS WILL BE A VIDEO/VIRTUAL TOUR. Davin will be setting up dates for video of winning farms in the near future.
- **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

October 18 & 19      Flatwoods

### 2021 Calendar of Events - Deadlines

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

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



***Administrative Specialist Report  
West Fork Conservation District  
August 2021***

**FY 21 Audit:** The FY21 Audit will take place on October 7<sup>th</sup> and 8<sup>th</sup>, 2021.

**Polk Creek O&M Work 2021:** The invoice has been submitted and verified the check is present today for approval.

**Farkas Response to AgEP Funds:** I sent a letter to Mr. Farkas requesting funds to be moved from the 319 section to the AgEP section. Mr. Farkas responded with the ok, but he would like to see a report of how the funds are used specifically.

**AgEP Sub-accounts:** I have spoke with Melinda about adding an AgEP sub-account to the General account. There are no issues with this, and an AgEP sub-account will be added to the General account financials.

**WVACD Nominations:** I am working on the nominations for honorary member at large, honorary lifetime member, and the Carrol Greene award. I hope to have them completed this week and submitted for review.

**Important Dates/Other:**

Check processing is on August 16<sup>th</sup> and 31<sup>st</sup> 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 August, 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 and when meetings are scheduled. Brian Farkas has extended our telework status until further notice due to the delta variant of the COVID-19 virus.

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

Rward@wvca.us

681-781-8373

\* added registration forms for 1/4 city return to me by Sept 24