

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

October 13, 2021

MINUTES

With a quorum being present, Vice Chairman Foster called the June Board of Supervisors meeting to order on Wednesday, October 13th, 2021 at 9:02 a.m. at the Osborne Farm in Lumberport, WV.

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

Others Present:

- Barbara Foster, Associate Supervisor**
- Belva Junkins, Associate Supervisor**
- Dinah Hannah, Associate Supervisor**
- Richard Law, NRCS**
- Bruce Loyd, WVU Extension**
- Jennifer Friend, WVU Extension**
- Sigrid Teets, WVCA**
- Cheryl Carlin, WFCD**

Welcome and Introductions: None

Agenda Approval: With no additions or changes made to the agenda.
Sponaule/McClain. Motion carried. Approve today's agenda.

Minutes: With the adjustment of Foster's July 2021 travel and per diem from \$4,408.20 to \$4,404.28 made, the September 8, 2021 minutes will stand approved as mailed.
McClain/Cain. Motion carried. Approve minutes.

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

NRCS: Richard Law reported for Brandon Duckworth that they are currently going through CSP payments and making site visits. The contract for Jennifer Metheney's temporary NRCS position has expired and they are not renewing those contract positions.

FSA: Sponaugle reported for David Gardner that the special signup for the disaster flood relief applications is ending November 5. The timber harvesting payment signup ends October 15 for timber loss of greater than 10% between 2019 and 2020.

WVU Extension: Loyd reported that he used WFCD's weed wiper in August for a Mon District field day at the Phillip Greg farm in Preston County. Approximately 20 people attended. Loyd and Rakesh videoed the set up of the weed wiper along with the application of the chemical. The video will be available for us to show to our Cooperators. Most land judging contests were canceled but they held one in September at the Spiker farm in Lewis County for FFA and 4H teams. The WVU Extension grazing school will be held October 18-19, 2021 at the Todd Payne farm near Hodgesville in Upshur County. Registration can be made online or through Extension. Carlin will send a notification of the event to her email list. The Mountaineer Cattleman's College is scheduled for December 3-4, 2021 at Canaan Valley and the Quiz Bowl for December 3rd. They will have dinner meetings in January and March and four webinars in February. Jennifer Friend reported that the virtual Women in Ag event is planned for November 8-10, 2021. Registration can be made online.

Forestry: no one present to report

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

Randy Plaughter	\$490.32	
Jane Cain	\$1,723.28	
William Coffindaffer	\$428.40	
William McClain	\$224.96	
Larry Sponaugle	\$438.00	
James Foster	\$914.24	
Steve Cronin	\$0	
Philip Osborne	\$124.80 July	<i>Totaling \$4,344.00</i>
	Total gross spent to date:	\$8,748.28

Sponaugle moved to approve Supervisor's July per Diem and Travel as presented. Motion seconded by McClain. Motion carried.

Approval of Invoices and Payments: Carlin reported that an invoice from William Donaldson for \$2,100.00 is present today for water gap fence work done on Polk Creek #4. **Coffindaffer/McClain. Motion carried. Approve payment to Donaldson.**

Unfinished Business:

Ag Enhancement Program: Teets reported that 3 heavy use area, 3 water system and 3 fence contracts have not been signed. Several cooperators stated that they didn't receive their contracts in the mail. Teets requested to resend a contract to these applicants. **Coffindaffer/McClain. To grant permission to Teet's to resend the missing contracts and to extend the return deadline for 2 weeks. Motion carried.**

Teets is having good success with adjusting lime rates based on the quarry where it is coming from with the soil sample results. She is currently working on water system designs. She reports a 100% completion for nutrient management practices and has been receiving receipts for lime and heavy use area practices. The heavy use area deadline will not change.

The geologist's report for Richard Law's 2 wells said that they can go to a depth of up to 300'. Our maximum cost share on well drilling is 125' and due to the extra depth needed, Teets requested to amend Law's contracts from 100' to 125'. **Osborne/McClain. Increase the depth of the 2 well depths from 100' to 125' and increase cost share from up to \$4,000, to up to \$5,000. Motion carried.**

Teets and Coffindaffer attended the State AgEP Committee teleconference meeting. She stated that any ideas for new regular practices for FY 23 must be submitted a new way by submitting a form, like an application, by November 15th. There is also the possibility of \$10,000 to offer exigency practices for catastrophes such as emergency seeding and drought conditions. Coffindaffer reported that the Agency has been reviewing the AgEP files. Russell Young from Elk District will be helping the District's by looking at trends in our AgEP practices and making recommendations.

Foster reported on the following FY22 AgEP payments:

R. Werner	NM	\$465.00	
E. Bennett	HUA	\$1,116.07	
I. Pritt	NM	\$600.00	
D. Noss	NM	\$577.50	
P. Osborne	NM	\$465.00	
R. Nuzum	HUA	\$1,346.18	
I. Pritt	Lime	\$1,252.60	Totaling \$5,822.35

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

OM&R Salem Fork & Polk Creek: Carlin reported for Roy, as he was attending Elkwater inspections

Water Gap Fence-Polk Creek #4: The fence has been completed by William Donaldson

Carla Pratt-Polk Creek #13: The proposed timbering on Carla Pratt's Polk Creek #13 has been approved by Dam Safety. They are still waiting for NRCS's recommendations before it can be approved. **Coffindaffer/ Board approval of timber crossing at Polk Creek #13 pending approval from NRCS and the State Agency**

Salem Fork/Polk Creek MEAP's: Carlin presented the 14 MEAP's to be signed for the annual update.

Dam Inspection Reports: Salem Fork has been completed and they look good. Polk Creek will be on October 20th.

Coffindaffer would like to encourage the people that perform the dam mowing on their property to submit their 1099s so that they can be paid for their efforts. He will contact Jim Roy concerning this.

New Business:

Harrison County Meat and Poultry Processing Laboratory: VoAg teacher John Lockhart at South Harrison High School is asking for sponsorship from the District to help with funding to build a meat and poultry processing lab. It would be built on the South Harrison School grounds and would be available to all schools in Harrison County. The Board would like to revisit this request in January.

Office Assistant Computer: The Office Assistant computer is obsolete and needs to be replaced. **Coffindaffer/McClain. Moved to purchase a new computer and docking station at a cost of \$700-\$800. Motion carried.**

WVACD Survey: The Board received a survey from Heather Duncan asking their opinion on what they would like to see happen coming from her position, as well as from the WVACD. The Board took the time to list their suggestions as a whole and it will be forwarded on to Heather.

Correspondence: None present today.

Funding Requests: Women in Ag Conference. The virtual conference is scheduled for November 8-10, 2021. The cost per person is \$30. The Board would like to sponsor 2 women from each county. If one county doesn't fill all of their slots, then it can go to another county. **Coffindaffer/McClain. Sponsor two women from each WFCD county. Motion carried.**

Letters of Request: CD Employee JAS 2021. **McClain/Sponaugle. Moved to approve the \$5,537.51 CD Employee JAS 2021 LOR and send to WVCA. Motion carried.**

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

Board Member & Associate Supervisor Reports:

Cain reminded the Board that the daylight savings time will make the November meeting start at 10:00 a.m. She would also like to see the minutes reflect who is attending the meetings in person and who is attending via teleconference.

Junkins toured the Salem dams and was impressed with their upkeep.

Hannah enjoyed the Century Farm presentation at the Corder farm. She brought a copy of the Exponent-Telegram news article. The Board all agreed and would like to continue the Century and Grassland presentations at the farms.

Foster had a copy of the proposed changes to 19-21a. He discussed some of the proposed changes. It was a concern that a proposed change is that the Supervisor doesn't need to be a farmer. He would like Carlin to make copies of this paperwork and mail to all Board members. He would like the Board members to give their input to him to take back to the next meeting.

WVCA Report: Salyer and Ward submitted written reports

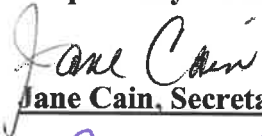
WFCD Report: Carlin reported that the lime spreaders have been going out and there have been several water supplies sold. She referenced Ward's report that requested a Committee to review the WFCD policy manual, employee manual and plan of work. The Committee will meet on December 2nd at 10:00 a.m. The Committee will consist of Plaugher, Foster, Hannah, Coffindaffer, Cronin and Osborne. Foster spoke on behalf of the Board and thanked Carlin for all that she does for them.


Public Comments: No comments reported.

Conservation Agreements: None

Set Date of Next Meeting: The next meeting will be held on November 10th, 2021 at the USDA Service Center in Mount Clare, WV at 10:00 a.m.

Respectfully submitted,


Jane Cain, Secretary


Randy Plaugher, Chairman

**Minutes Recorded by Cheryl Carlin for the West Fork CD
The Board Adjourned at 11:23 a.m.**

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

The West Fork Conservation District Board of Supervisors met on 10/13/2021 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
I. Pritt	Lime	62.63 Tons	\$1,252.60	
A. Stout	NM	20 Ac	\$600.00	
R. Nuzum	HUA	1,437 Ft2	\$1,346.18	
P. Osborne	NM	15.5 Ac	\$465.00	
D. Noss	NM	19.25 Ac	\$577.50	
I. Pritt	NM	20 Ac	\$600.00	
E. Bennett	HUA	1,520 Ft2	\$1,116.07	
R. Werner	NM	15.5 Ac	\$465.00	
		TOTAL	\$5,822.35	

James H. Foster

 Committee Chair



October 2021 WVCA Report

Covid-19

WVCA employees will continue to operate under telecommute status for the foreseeable future.

WVACD Quarterly Meeting

The Fall Quarterly Meetings of the West Virginia Association of Conservation Districts Board of Directors and Conservation District Awards and Recognition will be held virtually on **October 18-19, 2021**.

AgEP Administrative Review

To comply with the requirements from the AgEP program documentation, including the Legislative Rule, the traditional AgEP spot check procedure has been reevaluated and is now referred to as the Administrative Review. A number of processes within the previous document were redundant based on the new database reconciliation procedure and as such would not need to be checked by Administrative personnel. A joint approach by Conservation Services staff and District Operations staff will ensure we remain in compliance with the requirements set forth by the program documentation.

WV State Conservation Committee Meeting:

October 12, 2021

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 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. Audits reports are due to Guthrie in January/February. If you have questions, ask Kim or Jeremy.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update your District Policy Manuals. In addition to your policy manual you are encouraged to review your CD Employee Manual (if you have one) and your CD Plan of Work. If you are already doing the reviews, please disregard this request. However, please let us know with a written response that you are already reviewing or will be reviewing the documents.



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

All,

Sorry I am not present today. I had a last-minute opportunity come up that I couldn't let go. I have been busy in the office working on the audit, AgEP payments, and streamlining the filing system. I have been in the office everyday for the past two weeks. Cheryl and I plan to bag up the seeds in the office and reorganize outdated things.

FY 21 Audit: The FY21 Audit is in progress, there are forms present today to sign that are apart of the audit process.

AgEP Payments: AgEP Payments have picked up and there are several ready today for signature.

Document Review: It is time to review the WFCD policy manual, employee manual, and plan of work. We do the POW review quarterly already. The next POW review is during the November meeting. A committee will need to be formed to review the policy manual and employee manual and then set up a date and time when the committee can meet to review the manuals.

Important Dates/Other:

Check processing is on October 15th and 29th 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 October, I plan to be in the office all day on Monday, Wednesday and Friday.

In other news, I have taken on the role of treasurer/secretary for the Harrison County Farm Bureau. I am excited to work with them and am grateful they chose me for the position.

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

Rward@wvca.us
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