

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

December 8th, 2021

MINUTES

With a quorum being present, Chairman Plaughter called the December Board of Supervisors meeting to order on Wednesday, December 8th, 2021 at 10:04 a.m. at the USDA Service Center in Mount Clare, WV

Supervisors Present: William Coffindaffer
***Steve Cronin**

Jane Cain
Bill McClain
Jim Foster
Randy Plaughter

Others Present: **Robin Ward, WVCA**
***Sigrid Teets, WVCA**
Cheryl Carlin, WFCB
Belva Junkins, WFCB
Bruce Loyd, WVU Extension
Dan Cooley, WV DOF
Jim Roy, WVCA
Barb Foster, WFCB
Tom Wilsoncroft, NRCS
Dinah Hannah, WFCB
***Cindy Shreve, WVCA**
***Jeremy Salyer, WVCA**
***Julie Stutler, NRCS**
***Aimee Figgett, WVCA**
***Davin White, WVCA**

**(via teleconference)*

Welcome and Introductions: Aimee Figgett and Davin White from the WVCA are present today to report on the rack cards for conservation day.

Agenda Approval: With no corrections added to the agenda. **Foster/Coffindaffer.**
Motion carried. Approve today's agenda.

Minutes: With the deletion of Jim Foster's name, the November 10th, 2021 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: Wilsoncroft reported on CSP renewals, as well as EQIP and AMA ranking periods. He also reported on the MOU for district approval in the future. Julie Stutler

needs contact information to add to the MOU. The NRCS is looking to update the MOUs as the latest signature was completed in 1990. Plaugher and Ward would submit their contact information to Julie.

Forestry: Cooley reported he is covering Harrison, Barbour, and Taylor counties. It has been a busy year for fires. Timber is up. He has reviewed the district plan of work and feels the gypsy moth, hemlock, and emerald ash borer can be removed. Management of forest land has changed in the last several years. It has become more focused on invasive species.

WVU Extension: Loyd reported on the upcoming dinner meetings. He passed out a paper with the dates for the dinner meetings. Cattleman college was held this past weekend in Canaan. The WV Cattlemans association is partnering up with Buzz Foods to help bring local beef to WV markets. WVU Extension agents in the area are working to have winter workshops on extended grazing.

WVACD Executive Director: Ward passed out an email from Duncan with her report.

Financial Report: The WVCA financial reports for November are present today. The balance sheet and income statement from John Law CPA for October and November is present today. John Law CPA General and CDO account financials for October and November are present today. **Foster/ Coffindaffer. Motion carried. The financials will be filed for audit.**

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

Randy Plaugher	\$655.48	
Jane Cain	\$723.92	
William Coffindaffer	\$505.92	
William McClain	\$244.00	
Larry Sponaugle	\$414.60	
James Foster	\$NA	
Philip Osborne	\$NA	<i>Totaling \$2,542.92</i>
Total gross spent to date:		\$8,911.16

Coffindaffer moved to approve Supervisor's October Per Diem and Travel as presented. Motion seconded by McClain. Motion carried.

Approval of Invoices and Payments: None present today.

Unfinished Business:

Ag Enhancement Program: Teets reported on a modification for Shackleford. He is currently approved for a spring development and would like to change to a pipeline and trough. **Coffindaffer/McClain. Motion carried. Adjust contract to reflect pipeline and trough.**

Teets reported on the following payments:

D. Phares	HUA	2,000 Ft2	\$2,139.29
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W. Ashcraft	HUA	2,000	\$2,500.00
E. Garton	Lime	56.17 Tons	\$1,123.40
C. Williams	HUA	2,000 Ft2	\$2,500.00
J. Garton	Lime	148.34 Tons	\$2,966.80
J. Sprouse	Lime	131.12 Tons	\$2,622.40
M. Heckert	Lime	65.17 Tons	\$1,303.40
K. Greynolds	Lime	48.55 Tons	\$971.00
L. Wolfe	Lime	25.28 Tons	\$505.60
M. Spangler	Lime	73.4 Tons	\$1,468.00
M. Spangler	HUA	2,000 Ft2	\$2,198.30
T. Reed	HUA	2,000 Ft2	\$2,500.00
Ward LCLLC	HUA	2,000 Ft2	\$2,213.18
A. C. Ward	HUA	2,000 Ft2	\$2,323.19
A. M. Ward	HUA	2,000 Ft2	\$1,956.42
A. Stout	Lime	124.71 Tons	\$2,494.20
I. Maxwell III	WG	50 Ac	\$1,000.00
R. Law Water System	2 Wells		\$5,000.00 <i>totaling \$37,785.18</i>

Foster/ McClain. Motion carried. Approve payments.

Teets reported on the following cancelations:

R. Wentz	Lime	19.88 Acres	\$1,192.80
S. Fesler	Lime	35.95 Acres	\$2,157.00
T. Hardman	HUA	2000 Ft2	\$2,500.00 <i>totaling \$5,849.80</i>

Foster/Coffindaffer. Motion carried. Approve cancellations with Hardman excused from penalties for FY23.

OM&R Polk Creek & Salem Fork: Roy reported trash racks have been galvanized and delivered to the Morgantown office. They are for Polk Creek site #6, #8, and #9. They are also for Salem Fork site #13. Roy would like to have Salem Fork replaced ASAP as the ones needed for Polk Creek can wait until summer. Roy needs someone approved to install the trash racks. Plaughter suggested Thurman Cox. **Coffindaffer/ McClain. Motion carried. Have Cox install the trash racks if his work is under \$2,500.00.**

Carla Pratt- Polk Creek #13: No new report. Ward would take this off future agendas unless she hears from the Pratts.

Dam Inspection Reports: No new report.

New Business:

Policy Manual/ Employee Manual Committee Review Report: Plaughter reported on the minutes from the committee meeting held on December 2nd at the office. The changes proposed would be \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Mileage would be reimbursed at current GSA rate plus an additional 5 cents per mile when the price of fuel exceeds \$2.50 per gallon, based on increments of 50 cents per gallon. The treasurer will establish the rate at each monthly meeting. **Foster/Cain. Motion carried to accept changes taking effect January 1, 2022.**

Rack Cards for Conservation Day: Figgett and White presented a questionnaire and images of the current rack card on file. The board reviewed the questionnaire and rack card for changes. The Agency would cover the cost for the first 150 rack cards. Foster and Cain would finalize the cards for print. Figgett suggested the board purchase fitted table clothes for conservation day.

Employee Bonus:

Foster moved to go into executive session 12:17p.m. Motion seconded by Coffindaffer. Motion carried.

Foster moved to come out of executive session 12:28 p.m. Motion seconded by Coffindaffer. Motion carried.

Coffindaffer moved to award the office assistant \$1,000.00 bonus. Motion seconded by Foster. Motion carried.

Foster moved to draft a letter to Farkas demanding all WVCA employees necessary for the West Fork monthly board meeting be present in person. Motion seconded by Cain. Motion carried.

Plaughter reported members of the board would like to sit down with Salyer and Ward to review the district employee manual sometime in January or February based on Salyers availability to meet in person. Salyer would get with Ward on availability.

Correspondence:

Education Committee Meeting Minutes 11-30-21
Wayne McKeever Report
Legislative Committee Code Revision #9
FY23 State AgEP Committee Meeting Minutes 12.7.21

Funding Request- None present today.

Letters of Request- LORs for rent for the months of January 2022 to June 2022 are present today for \$770.00/ month. AGR# and LOR ID# are made on demand by the WVCA. The LOR for the FY21 audit is present today for \$3,200.00. AGR#1071-05 and LOR ID#12637. **McClain/ Foster. Motion carried. Approve the LORs as presented.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Junkins and D. Hannah reported they would like to attend the quarterly meeting in January. **McClain/ Cain. Motion carried. To approve attendance and all expenses paid to the quarterly meeting.**

WVCA Report:

Teets reported on an email with information for the upcoming AgEP practices for FY23 and wondered if the board wanted that email. The board would have an AgEP committee

meeting to review the email and information needed from them on December 29th, 2021 at 10 a.m. Checks would be processed at that time as well.

Salyer provided a paper report *(See attached)*
Ward provided a paper report *(See attached)*

WFCD Report: Carlin thanked the board for their generous bonus and was very humbled by it. She has enjoyed her time working with the WFCD.


Public Comments: none.

Conservation Agreements: One agreement is present today:
Aaron Gain, Harrison County, 500 acres.
Coffindaffer/ McClain. Motion carried. Approve conservation agreement.

Set Date of Next Meeting: The next meeting will be held on January 12th, 2022, at 10 a.m. at the USDA Service Center in Mount Clare, WV.

Meeting adjourned at 12:49 p.m.
Respectfully submitted,


Jane Cain, Secretary


Randy Plaucher, Chairman
Minutes Recorded by Robin Ward,
Administrative Specialist 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 12/8/2021 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
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Ward Land and Cattle LLC	HUA	2,000 Ft2	\$2,213.18	
A. C. Ward	HUA	2,000 Ft2	\$2,323.19	
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Committee Chair

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Committee Chair



December 2021 WVCA Report

Covid-19

The WVCA continues to monitor the COVID situation and a return to office decision is expected in early 2022.

Ag Day/Legislative Meet and Greet

A legislative meet and greet and dinner following is scheduled for the evening of Feb 7. Each district is to provide Davin White with two photos for a slide program.

Agreed Procedures Engagement (Audit):

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) audit if you haven't already. Please check your current agreement to make sure it is valid.

WVCA Budget:

Initial budget talks look good and we are anticipating that things will stay as they are now.

Now is the time for districts to explore additional funding opportunities/partnerships to maintain local programming. It's also time to talk to their local representatives about the work of their districts, and why it's important to maintain funding.

2022 Dates for WVACD Quarterly Meetings

January 18, 19 & 20 Stonewall Resort

April 18 & 19 Cacapon State Park

July 18 & 19 TBD

October 17 & 18 Days Inn, Flatwoods

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
December 2021*

Agenda Adjustments: I have added to the cooperating agencies report a slot for the WVACD Executive directors report. If she is not present for the meeting to report, I will provide a paper copy of her report.

Important Dates/Other:

Check processing is on December 16th and 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 December, I plan to be in the office most days. The office is closed on December 24th and 31st for the Holidays.

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

Rward@wvca.us
681-781-8373