

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

January 12th, 2022

MINUTES

With a quorum being present, Chairman Plaughter called the January Board of Supervisors meeting to order on Wednesday, January 12th, 2022 at 10:04 a.m. at the USDA Service Center in Mount Clare, WV

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

Others Present:

- *Robin Ward, WVCA
- *Sigrid Teets, WVCA
- *Cheryl Carlin, WFCD
- *Bruce Loyd, WVU Extension
- *Jeremy Salyer, WVCA
- Belva Junkins, WFCD
- Jim Roy, WVCA

**(via teleconference)*

Welcome and Introductions: None present today.

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

Minutes: With no additions made, the December 9th, 2021 minutes will stand approved as mailed. **Coffindaffer/ McClain. Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: No one present to report.

FSA: No one present to report.

Forestry: No one present to report.

WVU Extension: Loyd reported on the upcoming grazing school meeting that will take place at the Maxwell farm in Harrison County on February 3rd and 4th. He is looking for District sponsorship to support lunch one of the days the grazing school takes place.

WVACD Executive Director: Duncan reported on the WVACD ¼ meeting that is coming up next week. She also reported on the area meetings that took place recently, and important upcoming dates. She reported on conservation day at the Capitol as well.

Financial Report: The WVCA financial reports for December are present today. The balance sheet and income statement from John Law CPA for December is present today. John Law CPA General and CDO account financials for December 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 November:

Randy Plaugher	\$519.48	
Jane Cain	\$742.76	
William Coffindaffer	\$318.40	
William McClain	\$112.48	
Larry Sponaugle	\$151.00	
James Foster	\$699.28	Oct
Philip Osborne	\$NA	
		<i>Totaling \$2,543.40</i>
		<i>Total gross spent to date: \$11,454.56</i>

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

Plaugher questioned what the mileage rate would be for the month of January, as the treasurer would have to start reporting the mileage rate per month according to the new amendments made to the policy manual. Coffindaffer did not have a report. Discussion was made on the current policy and mileage rates that can be claimed.

Salyer reported supervisors would have to pay tax on amounts exceeding the GSA rates.

Sponaugle moved to stay uniform at .58.5 cents per mile according to GSA rates. Motion seconded by Coffindaffer. Motion carried.

Foster moved to withdraw and reinstate to go with the GSA rate for mileage in the current policy manual effective immediately. Motion seconded by Coffindaffer. Motion carried.

Approval of Invoices and Payments: An invoice from Jim Foster for the Appalachian Grazing Conference is present today in the amount of \$1,000.00. The invoice is for financial support of the conference. A letter is present with the invoice. **Coffindaffer/ Cain. Motion carried. Approve and pay the invoice.**

Unfinished Business:

Ag Enhancement Program: Plaugher reported on the minutes from the AgEP committee meeting that took place on December 29th.

Teets reported and provided a paper report. She also reminded the board that work on the FY23 AgEP agreement would need to be started soon. Ward would place the FY23 Admin agreement on the February agenda.

OM&R Polk Creek & Salem Fork: Roy reported he and Plaughter were out on Salem dam #13 with a contractor to look at installing a new trash rack. He has not submitted a quote yet, but when he does an MOU will be drafted as quick as possible. He has inspected all the dams after all of the rain that was received, and they look good.

Dam Inspection Reports: No new report.

Board recessed at 11:07 a.m.

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

New Business:

Video Conferencing System: Ward reported on the WVCA IT department requesting that Districts upgrade their video conferencing computer systems. The cost would not be more than \$475.00 or less. **Foster moved to upgrade the computer system. Motion seconded by McClain. Motion carried.** Ward would get with Ellison and order the computer from Amazon.

Back Up AgEP Representative: The WVCA is requesting that Boards select two back up representatives to support the state AgEP committee meetings should the primary representative be vacant. Foster nominated Plaughter as the 1st representative behind Coffindaffer, and Cain nominated Sponaugle to be the 2nd representative behind Plaughter.

Century Farm- Meadows Farm: Ward reported there are two century farms present today. An application received in the mail this morning, and another application for Meadows Farm in Gilmer County. Both applications would need to be reviewed for validity. Cain would review the applications and report at the next meeting. Discussion was held on Century Farm presentation.

NRCS MOU: Plaughter reported the MOU is from the NRCS and it was explained at the last board meeting. Ward commented that the copy presented today needs approved and signed. **Foster/Coffindaffer. Motion carried. Approve the MOU.**

South Harrison Meat Processing Lab: Ward reported this was an agenda item in October and the Board requested it be placed back on the agenda for the January meeting. South Harrison High school is asking for sponsorship of a meat processing lab. Coffindaffer reported no progress has been made as far as groundbreaking is concerned on this project. The Board would leave the item on the agenda.

Correspondence:

Wes Mon Ty RC&D Grant Application
WVACD ¼ meeting packet

Funding Request- A funding request from Bruce Loyd is present today for sponsorship of lunch during the grazing school on February 3rd and 4th, 2022. **McClain moved to pay up to \$500.00 max for support of meals. Motion seconded by Sponaugle. Motion carried.**

Letters of Request- One LOR is present for the FY22 CD Employee Reimbursement, LOR ID# 13716, AGR #1024-09, in the amount of \$6,407.58. **Coffindaffer/ Foster. Motion carried. Approve and submit the LOR.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Foster reported the 713u agreements are to be updated annually.

Junkins reported the Salem Fork dams are very full of water.

Plaughter reported the dam on Buffalo Calf has a new owner, and the contact information for that dam would have to be updated. Ward would get with Roy to review the change.

Cain reported on the area meeting and thought so much of the meetings that are attended are repetition. She reported the envirothon is still planned to go on and they are looking for supervisors to volunteer to help.

WVCA Report:

Teets had nothing else to report.

Salyer provided a paper report *(See attached)*

Ward provided a paper report *(See attached)*

WFCD Report: Carlin reported on receiving a letter from the Corder's.

Public Comments: none.

Conservation Agreements: Two agreements are present today for approval:

Joyce Rand, Harrison County, 53 acres

Chad Everett, Doddridge County, 210 acres

Coffindaffer/Foster. Motion carried. Approve the Conservation Agreements as presented.

Set Date of Next Meeting: The next meeting will be held on February 9th, 2022 at 10 a.m. at the USDA Service Center in Mount Clare, WV.

Meeting adjourned at 12:14 p.m.

Respectfully submitted,



Jane Cain, Secretary



Randy Plaughter, Chairman

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



January 2022 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 is scheduled for the evening of **Feb 7** in Charleston. Please contact your local legislators and invite them to attend the reception, which will be in the Gaston Caperton Center between buildings 5 and 6. Each district is to provide Davin White with two photos for a slide program. Conservation Day is set for Feb. 8 with supervisors encouraged to travel to the State House to meet with their local lawmakers.

The 2022 session will be an important one for conservation and all 114 supervisors need to reach out to their lawmakers and talk to them about the value of conservation and how it's important to West Virginia.

WVCA Budget:

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

The WVCA has asked the governor to provide a \$2 million increase in base funding with the new money going to fund a stream and agriculture mitigation program.

Now is the time for districts to explore additional local 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.

IMPORTANT dates for 2022:

District Supervisor Election Filing Period

January 10 - January 29, 2022 is the filing period for those district supervisors who are up for re-election and choose to run again.

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

AgEP:

- **February 2022**- Comments reviewed and forms revised
- **March 2022**- State AgEP committee meeting to finalize upcoming FY AgEP
- **April 2022**- Presentation of upcoming FY AgEP to SCC
- **May/June/July 2022**- CDs to finalize upcoming FY program, update AgEP agreement addendum, take action to approve LORs

West Virginia Legislature – 2022 Legislative Calendar

January 12, 2022 - First day of session

January 31, 2022 - Legislative Rule-Making Review bills due

February 15, 2022 - Last day to introduce bills in the House

February 21, 2022 - Last day to introduce bills in the Senate

February 27, 2022 - Bills due out of committees

March 2, 2022 - Last day to consider bill on third reading in house of origin
March 12, 2022 - Last day of session

District Video Conferencing Equipment

The district video conferencing equipment is now 4-5 years old and it's time to think about replacing the video conferencing computers because some of them are starting to slow down.

The WVCA pays the yearly license fee for the system, which is \$475.

We are asking the board to approve up to \$475 for a replacement computer. The cost will likely be less than that. Chris Ellison will do his best to get it as low as possible without sacrificing quality.

The district will order the computer on Amazon, and have it shipped directly to Chris Ellison. He will then set the computer up and mail it to the district. The AS will then install the new computer.

Please place on your January or February agenda for your board discussion/approval, and Chris Ellison will coordinate with the AS to help them get it ordered.

Agricultural Enhancement Program (AgEP) Administrative Review

To comply with the requirements from the program documentation, including the Legislative Rule, the traditional AgEP spot check procedure has been re-evaluated and is now referred to as the Administrative Review.

Each District's Administrative Specialist will conduct a review of 10% or a minimum of 3 files with applications that fiscal year and submit the Administrative Review Form to their District Operations Manager by January 31. By completing this review halfway through a fiscal year, staff will have time to find possible procedural errors and take steps to prevent them from happening in the future.

The Administrative Review process will allow WVCA to ensure that all proper documentation is physically accessible in the district cooperator file, and that the districts' online database records system is in agreement with WVCA financial records system.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their **District Policy Manuals, especially relating to travel/per diem payments**. 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.

The **district personnel plan is due to SCC in March**, so please add to your February agenda for review and approval.

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.



*Administrative Specialist Report
West Fork Conservation District
January 2022*

OM Sponsorships: I have prepared and sent OM&R sponsorship letters to the Harrison County Commission (8,000.00), Lewis County Commission (5,000.00) and the City of Weston(4,400.00)

Supervisor Filing: Supervisors whose terms are up please remember to file to re-run by the end of the month.

AgEP Spot Checks: Spot checks are now called “Administrative Review”, and I am responsible for choosing 10% or 3 applications from the AgEP program surplus to review for procedural errors. I am to have this process completed by January 31st. I will report on my findings once this task is completed.

Employee Manual Review: A date and committee need to be set to review the current employee manual. I have reminded Jeremy of dates that he would be available. Due to COVID the meeting will be held virtually as well as in person.

Important Dates/Other:

Check processing is on January 14th, and 31st of 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 January, I plan to be in the office, unless I need to take leave for some reason, or COVID becomes an issue in our office.

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

Rward@wvca.us

681-781-8373



Conservation Specialist Monthly Report January 12, 2022

AgEP FY-22 Payments, Approvals, and Cancellations

- None to report

AgEP FY-22 Account Summary

- Beginning Balance: \$97,354.36
- Funds Approved/Spent: \$57,813.24
- Account Balance: \$39,541.12

AgEP FY-22 Field Work

- Rich Werner – (Lewis) – well site (new location) and geology report request completed

FY-23 AgEP Planning

- *Policy Suggestions*: The deadline is January 31st for suggested AgEP policy changes including ranking forms. A summary of suggested changes presented by WFCD during the recent Committee meeting has been submitted.
- *WFCD Administrative Agreement*: Begin meeting in February and March to update and select which practices and how we plan to offer the AgEP program in West Fork.

Other Meetings

- WFCD -AgEP Committee meeting – December 29th
- FY-23 AgEP New practice development subcommittee

Outreach and Education

- Created an AgEP Power Point Presentation for WV Beekeepers Association

Training

- Forage, Livestock, and Fertility Hybrid Workshop hosted by WVU-ES (December 17th)
- Mid-Atlantic Virtual Crop School
- Green Infrastructure Training (January 11th – February 10th) Tuesdays and Thursdays



January Board Report from Heather Duncan, WVACD Executive Director

Eastern Area Meeting went well on December 15 at Mon. CD.

If you have not received notes from the meeting or other correspondence about the area meetings, please let Heather know (hduncan@wvca.us). The next meeting is set for April 7th at 10 am in the Seneca Rocks area.

Western Area Meeting went well on January 6th.

Please let me know if you are not receiving emails on these meetings. The next meeting is slated for April 7th at 10 am at Mt. Wood Park.

January Quarterly Meeting

January 17th: 6 pm Executive Officers Committee Meeting

January 17th: 7 pm Legislative Committee Meeting

- Will be discussing Conservation Day and state code sponsors

January 18th: Committee Meetings, Memorial Service, Urban Ag Program, WVACD Foundation meeting
10 am start time

January 19th: Local Work Group Training Day
9 am start time

January 20th: Business Meeting
9 am start time

I will send out the call in information later this week. There should be one number to call for each meeting day (although I do not know if we will have call in information for the meetings on January 17th).

Conservation Day

Please send 5-6 photos of your district activities to Davin White (dwhite@wvca.us) PRIOR TO January 15th.

February 7th: Meet and Greet- meet at the Gaston Caperton Training Center 3:30 -4:00 pm. Legislators are invited 4:30-6:30 pm. There will be a short program followed with light refreshments and mingling.

February 8th: Meet at the bottom of the rotunda (where the pop up banners will be displayed) at 7:30 am. Meet with legislators/have lunch from 8/9 am-1:30 pm. Everyone will meet back at the display area to recap the day and to take down the banners.

Upcoming Dates:

January 13: Water Resources Committee/NRCS Infrastructure Funds Meeting at 1 pm (304-935-0697,,946189975#)

January 17-20: January Quarterly Meeting

February 7: Meet and Greet with Legislators

February 8: Conservation Day at the Capitol

February 12-16: NACD Annual Conference

March 10-12: Appalachian Grazing Conference

April 21-22: WV Envirothon at Cacapon State Park, Morgan County

