

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

March 9th, 2022

MINUTES

With a quorum being present, Chairman Plaughter called the March Board of Supervisors meeting to order on Wednesday, March 9th, 2022 at 10:07 a.m. at the USDA Service Center in Mount Clare, WV

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

**Others Present:**

- Robin Ward, WVCA**
- Sigrid Teets, WVCA**
- \*Cheryl Carlin, WFCD**
- Dinah Hannah, WFCD**
- \*Bruce Loyd, WVU Extension**
- \*Jennifer Friend, WVU Extension**
- Brandon Duckworth, NRCS**
- Belva Junkins, WFCD**
- Jim Roy, WVCA**
- Mike Ryan, Bee Keeper**
- Glen Boyd, Bee Keeper**
- \*C. Shreve, WVCA**

*\*(via teleconference)*

**Welcome and Introductions:** Mike Ryan from Doddridge County, and Glen Boyd from Lewis County are present today from local beekeeper associations. They would like to have the WFCD add pollinator and bee programs to their current AgEP practice list. The AgEP committee is to meet to discuss this further later in the month.

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

**Minutes:** With no additions made, the February 9<sup>th</sup>, 2022 minutes will stand approved as mailed. **Coffindaffer/ Foster. Motion carried. Approve minutes.**

**Cooperating Agencies Report:**

**NRCS:** Duckworth reported at the April Board meeting he will be back as DC. COVID protocols are expected to be dropped starting May 2<sup>nd</sup> as of now but could change. They are working on EQIP and AMA rankings and are hoping to have them completed by May 6<sup>th</sup>. He has spoken with Cain about funding for the 2<sup>nd</sup> phase of the walking trail in

Glenville. Due to limited funding it would be easier for the WVACD to help fund the 2<sup>nd</sup> phase. He and Richard Law will be at the beginning farmer program in Harrison County on March 14<sup>th</sup>. He hopes to have the local work group meetings back to normal this summer.

**FSA:** No one present to report.

**Forestry:** No one present to report.

**WVU Extension:** Friend reported on the beginning farmer program in Harrison County. Loyd reported he will be attending the grazing conference. There will be a bull breeding soundness exam on March 18<sup>th</sup> at 9 a.m. at Jacksons Mill. The Bull tests are coming up, and the beef expo catalogues have been mailed. There is a new guidance system in Lewis County that can be put on a tractor or four-wheeler that helps measure accuracy of spreading lime, litter, fertilizer, and other items that can be spread. It is available to rent, and to get in contact with Loyd if anyone is interested in renting the equipment. He is working on a state wide tracking system for dung beetles. He plans to have the helicopter spraying company return this year.

**WVACD Executive Director:** Duncan provided a paper report. *(See Attached)*.

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

Randy Plaughter	\$1,093.38	
Jane Cain	\$1,683.58	
William Coffindaffer	\$353.49	
William McClain	\$190.79	
Larry Sponaugle	\$163.50	
James Foster	\$1,949.42	
Philip Osborne	\$NA	<i>Totaling \$5,434.16</i>
	<b>Total gross spent to date:</b>	<b>\$20,531.59</b>

**Coffindaffer moved to approve Supervisor's January Per Diem and Travel as presented. Motion seconded by Foster. Motion carried.**

**Approval of Invoices and Payments:** None present today.

**Unfinished Business:**

**Ag Enhancement Program:** Sigrid reported and provided a paper report. *(See Attached)*. The AgEP committee would set a meeting date after the State AgEP meeting is held on April 1st, 2022 at 9 a.m.

Teets reported on the following AgEP Payment:

J. Gifford, Frost Seeding, 50 acres, \$614.87

**Coffindaffer/McClain. Motion carried. Approve payment.**

Teets reported on the following cancelation:

M. Burke, Pasture Division Fence, 1,200 Ft, \$1,920.00.  
**McClain/ Cain. Motion carried. Approve cancelation.**

**OM&R Polk Creek & Salem Fork:** Roy reported his office is now located at West Fork. He has had the opportunity to meet his new boss. He has toured the Salem Fork dams with Ronnie, the City of Salem manager, and there is debris present in some of the dams. Ronnie said he would take care of the debris. The WVCA engineer is planning to have work completed for the slip on Polk Creek site #6. Roy also reports on waiting to get a MOU and spec sheet for the trash racks.

**Dam Inspection Reports:** No new report.

**South Harrison Meat Processing Lab:** No new report. It would remain on the agenda.

**Board recessed at 11:16a.m.**  
**Board back to session at 11:28 a.m.**

**New Business:**

**CD Maturity 3.13.22:** Ward reported on receiving a maturity letter in the mail on the 5-year CD with the Harrison County Bank. **Osborne moved to take the \$500,000.00 CD currently at Harrison County Bank and renew the CD for one year at the Harrison County Bank. Motion seconded by McClain. Motion carried.**

**Doddridge County 713u Agreement:** Foster reported on having the signed 713u agreement from the Doddridge County Commission for approval signature from the WFCB Board. From District approval it would then go on to WVCA approval.  
**Coffindaffer/Cain. Motion carried. Approve and sent agreement.**

**Grassland Evaluation Competition:** Plaugher reported on needing to supply lunch for the kids that participate in the competition. Discussion was made on meal vouchers versus pizza. **Coffindaffer moved to provide pizza for lunch. Motion seconded by Foster. Motion carried.**

**WV Beef Expo:** Ward reported on receiving information for booking a booth for the 2022 Beef Expo. She wondered what the pleasure of the Board was on having a booth at the expo. The Board decided to have a booth at the expo and take turns being present to answer questions.

**Century Farm Signs:** Ward reported on Carlin being in contact with the WVACD regarding the cost of replacement signs. Carlin reported it would be around \$110.00 per sign and the cost would go down the more that was ordered. The WVACD would not be responsible in the cost to replace the sign, and it would be up to the District to supply funding for the replacement. The Board felt it should have no obligation to maintenance of the signs and it was up to the cooperator to pay to replace the sign. The District would direct the cooperator in the right direction to order a replacement and then would be invoiced.

**Correspondence:**

Harrison County Beginning Farmer Workshop  
Farkas letter continued support CD Employee

**Funding Request-** None at this time.

**Letters of Request-** Three LORs are present at the time for OM&R cost share contribution. \$4,400.00 for the City of Weston, \$8,000.00 for the Harrison County Commission, and \$5,000.00 for the Lewis County Commission. **Coffindaffer/ McClain.**  
**Motion carried to approve and send the LORs.**

**SPRP/EWP Project:** No new report.

**Board Member & Associate Supervisor Reports:**

Cain reported on wanting to revisit the mileage claims for supervisors given the recent rise in gas prices. Mileage rates would be put on the agenda for the April meeting. Foster reported on having 50+ vo-ag students registered to attend the grazing conference this weekend.

**WVCA Report:**

Teets had nothing else to report.

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

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

**WFCB Report:** Carlin had nothing more to report.

**Public Comments:** none.

**Conservation Agreements:** One agreement is present today;

Rodney Dye, Doddridge County, 170 acres

**Foster/McClain. Motion carried. Approve the Conservation Agreement as presented.**

**Set Date of Next Meeting:** The next meeting will be held on April 13th, 2022, at 9 a.m. at Phil Osborne's farm in Lumberport, WV.

Discussion was held on meeting locations in Lewis, Gilmer, and Doddridge Counties.

May 11<sup>th</sup>, 2022, Board meeting would be held at the Vandalia Community Building in Vandalia, WV at 9 a.m. (Lewis County).

June 8<sup>th</sup>, 2022, Board meeting would be held in Gilmer County at 9 a.m. Location TBA

**Meeting adjourned at 12:10 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.**



*Administrative Specialist Report  
West Fork Conservation District  
March 2022*

**OM Sponsorships:** All sponsorships have been received for FY22. The LORs for matching from the WVCA are present today.

**District Speech and Poster Contest:** I have compiled information from other districts that still have the speech and poster contest. A list is present for review on how each district conducts the contest.

**Video Conferencing System:** The video conferencing system has been purchased and updated. The total cost for the replacement was \$401.74.

**Summer Intern:** Posting has been made in the local newspapers as well as the district facebook page for the hiring of a summer soil sampler. I plan to take a flyer to the grazing conference for posting. \$162.00

**Important Dates/Other:**

Check processing is on March 16th, and 31<sup>st</sup> 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.

FY23 Budget meeting will be on March 17<sup>th</sup>, at 10 a.m. at the district office.

For the month of March, I plan to be in the office. I am working the grazing conference March 10<sup>th</sup> and 11<sup>th</sup> and will not be in the office.

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

[Rward@wvca.us](mailto:Rward@wvca.us)

681-781-8373





## March 2022 WVCA Report

### Covid-19

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

### WVCA Budget

Senate budget mirrors the Governor's proposed budget. WVCA will continue to provide updates as more information is available.

### 7-1-3U Agreements

Please review your current 7-1-3U agreements to see if they need to be renewed. If so, please make arrangements to do so. WVCA staff is available to assist in this process.

### SB264

This item is working through the legislative process. It has cleared the first committee in the house and should be moving forward with no anticipated issues.

### West Virginia Legislature – 2022 Legislative Calendar

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

### Agricultural Enhancement Program Timeline:

- **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

The State AgEP Committee will be meeting virtually on **Monday, March 21<sup>st</sup> at 9:00 a.m.** to discuss proposals and changes the group would like to submit to the State Conservation Committee for the FY23 AgEP program year. An agenda and any supplemental materials will be sent prior to the meeting date.

### Conservation Farm Contest

It is time for the districts to be thinking about the conservation farm families to be awarded this year. District winners are due to Kim and Jeremy by May 31.

### WV State Fair Sign Up

The volunteer schedule is now available for the WV State Fair. The WV State Fair will run August 11th through August 20th, 2022. Please work with your Administrative Specialist to have your name added to the WVACD booth work schedule to work the WVACD booth.

### 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.





**Request to Conservation Districts**

Districts are asked to prepare your CDO budget report for FY22. The budget needs to be presented to SCC in April.

The WVCA is encouraging Conservation Districts to review and update their **District Policy Manuals**. In addition to the 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.

**2022 Dates for WVACD Quarterly Meetings**

April 18 & 19 Cacapon State Park

July 18 & 19 TBD

October 17 & 18 Days Inn, Flatwoods













