

**WEST FORK CONSERVATION DISTRICT**  
**BOARD OF SUPERVISORS**  
April 13th, 2022

**MINUTES**

With a quorum being present, Chairman Plaughter called the April Board of Supervisors meeting to order on Wednesday, April 13th, 2022 at 9:23 a.m. at Phil Osborne's Farm in Lumberport, WV.

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

**Others Present:**

- Robin Ward, WVCA**
- Sigrid Teets, WVCA**
- Cheryl Carlin, WFCB**
- Levi Cyphers, WVCA**
- Bruce Loyd, WVU Extension**
- Brandon Duckworth, NRCS**
- Belva Junkins, WFCB**
- Jim Roy, WVCA**

*\*(via teleconference)*

**Welcome and Introductions:** Levi Cyphers is here today to present the engineering plans from THRASHER for the slip on Polk Creek site #6.

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

**Minutes:** With no additions made, the March 9th, 2022 minutes will stand approved as mailed. **Foster/Cain.** **Motion carried. Approve minutes.**

**Cooperating Agencies Report:**

**NRCS:** Duckworth reported and provided a paper report. *(See attached)*

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

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

**WVU Extension:** Loyd reported on the success of the Beef Expo although the weather didn't cooperate. He reported on upcoming workshops; 4/23 in Gilmer County to discuss small ruminants, 4/26 in Lewis County to discuss poultry production, and 5/9 in Harrison



County to discuss bee keeping. There will be a weed training for WVCA staff on 5/19 at Jacksons Mill at 10 a.m. They are looking to expand the concept of the grazing schools throughout the state.

**WVACD Executive Director:** No report present.

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

Randy Plaughter	\$818.47	
Jane Cain	\$1,068.77	
William Coffindaffer	\$302.96	
William McClain	\$113.93	
Larry Sponaugle	\$752.90	
James Foster	\$1,791.37	
Philip Osborne	\$NA	<i>Totaling \$4,848.40</i>
	<b><i>Total gross spent to date:</i></b>	<b><i>\$25,379.99</i></b>

**Coffindaffer moved to approve Supervisor's February 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:** Teets reported Mike Tomes is late in turning in receipts due to illness. She asked what the pleasure of the Board was on extending his deadline to submit receipts. **Cain/McClain. Motion carried to extend the deadline for Tomes to May 20<sup>th</sup>, 2022.**

**AgEP Admin Agreement:** Teets reported on the FY23 admin agreement that the AgEP committee adjusted. The Board reviewed the agreement as well and made some adjustments. **Coffindaffer moved to approve the agreement with the proposed changes. Motion seconded by Osborne. Motion carried.**

Teets reported on the following AgEP payments:

T. Reed	Exclusion Fence	780 Ft	\$1,248.00
E.S. Bennett	Pasture Div. Fence	824 Ft	\$1,318.40
D. Noss	Pasture Div. Fence	1,785 Ft	\$2,856.00
D. Cantis	Pasture Seeding	19.1 Ac	\$955.00
			<i>Totaling \$6,377.40</i>

**McClain/Foster. Motion carried. Approve payments.**



**OM&R Polk Creek & Salem Fork:** Cyphers reported on the update to Polk Creek site #6 slip repair being conducted by THRASHER. He passed out a draft report from THRASHER with drawings of the plan. They hope to start construction the second half of the season. He and Roy will meet with the landowner and the land occupant. He reports there will be separate proposal coming down the line for Board approval later. Discussion was held on contracting work for the OM&R mowing needed on the Polk Creek dams. **Sponaugle/Coffindaffer. Motion carried. To bid out the contracting work for the mowing needed on the Polk Creek dams.** Roy would work to get things set up for bid.

**Dam Inspection Reports:** Roy reports he has inspected the dams and they are in good working condition and look great.

**New Business:**

**Soil Sampler Applications:** Ward reported on receiving two applications for the position. One application was received late. **Osborne/Coffindaffer. Motion carried to offer the position to the individual whose application was received on time.**

**CD Employee Rehire:** Discussion was held on the rehiring of the CD Employee upon Cheryl's retirement in November. **Coffindaffer/McClain. Motion carried. To advertise the position the month of August with an hourly pay of \$12.50/hr., and paid holidays.**

**Conservation Farmer:** Discussion was held on participating in the contest this year. They would have to have a district farmer selected and submitted to the agency by May 31<sup>st</sup>. Foster suggested having a list available to the farmer explaining what the farm is being judged on. He would talk to the farm he wanted to recognize the previous year. Duckworth and Teets would supply a list of eligible farmers at the next meeting.

**Limespreader #1:** Ward reported on spreader #1 needing to have the PTO shaft replaced. The cooperator who had the spreader and broke the shaft had ordered a replacement shaft from Dobbins Tractor while Bob Suan had also ordered a new shaft to fix spreader #1. She has yet to see the shaft from the cooperator and wondered what the Board wanted her to do as far as billing for repairs. The Board agreed on settling with the ordered shaft being returned to the office, or billing for the ordered shaft if the cooperator does not return his ordered shaft.

**Supervisor Travel Reimbursement:** Discussion was made on the current policy and no action was taken to adjust the policy.

**POW Review:** The Board reviewed the plan of work and made adjustments. Carlin would provide an updated copy inhouse for Board review when necessary.

**Promotional Items:** Ward reported on the Beef Expo and handing out the remainder of the seed they had in the office. It was a successful idea, and it brought many farmers to the booth. She thought it would be a good idea for the District to look into having seeds



on hand to give out and have at events. The Board agreed on having seeds and thought it would be a good idea. Ward would look into getting more seeds to have for handout.

**Board recessed at 11:27 a.m.**

**Board back to session at 11:32 a.m.**

**Correspondence**

AgEP Committee Meeting Minutes- **Foster/Cain. Motion carried. Approve minutes.**

FY23 Budget Committee Meeting Minutes- **Sponaugle/McClain. Motion carried.**

**Approve minutes.**

Don Wikert- Solid Waste Authority-Resignation: Ward read Wikert's resignation letter. Discussion was held on appointing another individual. **Coffindaffer moved to appoint Bill Hoover to the Harrison County Solid Waste Authority. Motion seconded by McClain. Motion carried.**

**Funding Request-** One funding request is present today from the WVDEP for junior conservation camp. The request is for \$175/camper. **Foster/Osborne. Motion carried. To sponsor 8 campers total, having 2 sponsorships per county.**

**Letters of Request-** One LOR is present today for the FY22 Q3 CD Employee Reimbursement for \$55.18. AGR# 1024-09, LOR id# 13764. **Coffindaffer/Foster. Motion carried. Approve and submit LOR.**

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

**Board Member & Associate Supervisor Reports:**

Coffindaffer reported on the Beef Expo

Plaughner reported the Appalachian Grazing Conference went well.

**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 having the newsletter ready for print. She also reported on the limespreader lease agreement the amount listed for cleaning the spreader is \$75. If Bob Suan has to clean the equipment, he is charging \$150.00. Carlin is wondering if she should adjust the lease agreement. The lease agreement would be adjusted to reflect the \$150 dollar cleaning fee.

**Public Comments:** none.

**Conservation Agreements:** several agreements are present today.






Glenn Boyd, Lewis County, 1 acre  
Kyle Collins, Gilmer County,  
Giacinto & Marian Rubino, Harrison County, 75 acres  
Julie & Shannon Moore, Harrison County, 100 acres  
Kim Vincent, Harrison County, 163 acres

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

**Set Date of Next Meeting:** The next meeting will be held on May 11th, 2022, at 9 a.m. at Vandalia Community Building in Vandalia, WV.

**Meeting adjourned at 12:02 p.m.**

**Respectfully submitted,**



**Jane Cain, Secretary**



**Randy Plaugher, 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 04/13/2022 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
T. Reed	Exclusion Fence	780 Ft	\$1,248.00	
E.S. Bennett	Pasture Div. Fence	824 Ft	\$1,318.40	
D. Noss	Pasture Div. Fence	1,785 Ft	\$2,856.00	
D. Cantis	Pasture Seeding	19.1 Ac	\$955.00	
		Totaling	\$6,377.40	

  
 Committee Chair



---

*Administrative Specialist Report  
West Fork Conservation District  
April 2022*

**OM Sponsorships:** I need sponsorship agreements signed to process the LORs. Two are present today for signature.

**Important Dates/Other:**

Check processing is on April 15<sup>th</sup> & 29<sup>th</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.

For the month of April, I plan to be in the office. I will be on leave April 26<sup>th</sup>- May1st.

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







## April 2022 WVCA Report

### Conservation Legislative Agenda

SB264 passed the legislature and has been signed by the governor. The law takes effect within 90 days, so it will be in effect before July 1.

Districts need to pay attention to board vacancies, especially in situations where no one filed in the May election for either the full four-year term or the unexpired term. Supervisors who did not file are not automatically allowed to continue holding their seat when the new term begins July 1.

In those cases, boards will need to advertise to fill the vacancy, and then select a candidate to submit to the SCC. The old advertisement needs to be updated to reflect that interested candidates should have an interest in agriculture, conservation, or natural resources. The qualification affidavit can be eliminated since the farmer/retired farmer restriction has been removed.

Given the change in the election process, the legislative rule covering that process will need to be updated. Another rule governing district accounting and auditing procedures also will need to be developed.

Work on both is underway and all supervisors will have the opportunity to comment.

The WVCA's budget for FY23 has been approved without an increase. There is talk of a special session to allocate some supplemental funds. Now is the time to reach out to your local legislators to thank them for approving SB264, and to put in a word for increased funding to support the conservation mission.

We requested \$2.5 million in additional money to support a stream/agriculture mitigation program. Part of that money would have been used to increase funding for AgEP.

You can use that in talking to your local legislators. Tell them how AgEP has benefited the district. Use the rack card information that was prepared for your district for this year's Conservation Day as the source of your information.

### Covid-19

The WVCA continues to monitor the COVID situation and is considering a late April return to office.

The WVCA is encouraging its employees and supervisors to follow COVID protocols and wear masks and practice social distancing. The WVCA also encourages the use of telecommunication as much as possible.

### **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

### **Conservation Farm Tour**

It's time to plan for the 2022 conservation farm recognition in your district. District farm winners are due to Kim and Jeremy by May 31.

Given the current decline in COVID cases, the 2022 statewide Farm Tour is tentative planned as an in-person event.

### **Request to Conservation Districts**

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one) and CD Plan of Work.

### **Engineering Expression of Interest**

Review your current contract and if needed, prepare to advertise, and go through interview/selection process if needed.

The WVCA is interested in working with the district to ensure they retain a firm that has strong civil engineering and is familiar with dams. Because of questions raised about these agreements, it's important to make sure that the scope of work is clearly defined and an agreement between the district and engineering firm is signed.

Also, the district may want to consider whether it wants an engineering firm that also can perform environmental assessments.

### **O&M Sponsorship Agreements**

Don't forget to review your local sponsorship agreements and send to your local government partners for the FY23 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.

### **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 fair, please contact your Administrative Specialist.

### **2022 Dates for the WVACD Quarterly Meetings**

April 18 & 19                      Cacapon State Park

July 18 & 19  
October 17 & 18

TBD  
Days Inn, Flatwoods

