

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

May 11th, 2022

MINUTES

With a quorum being present, Chairman Plaughter called the May Board of Supervisors meeting to order on Wednesday, May 11th, 2022 at 9:12 a.m. at Vandalia Community Building in Vandalia, 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
 Dinah Hannah, WFCD
 Bruce Loyd, WVU Extension
 Brandon Duckworth, NRCS
 Richard Law, NRCS
 Jim Roy, WVCA

*(via teleconference)

Welcome and Introductions: None present today.

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

Minutes: With no additions made, the April 13th, 2022, minutes will stand approved as mailed. **Foster/McClain. Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: Duckworth reported and provided a paper report. *(See attached)* Duckworth also reported on the need for a local work group meeting. The local work group meeting would be on July 26th, 2022 at 6 p.m. at Jackson's Mill.

FSA: No one present to report.

Forestry: No one present to report.

WVU Extension: Loyd reported on his project with dung beetles. The training that will be held with WVCA employees next Thursday, and the helicopter spraying that will take place at the end of this month or beginning of June.

WVACD Executive Director: *(See paper report).*

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

Randy Plaucher	\$1,542.16	
Jane Cain	\$404.97	
William Coffindaffer	\$918.68	
William McClain	\$113.93	
Larry Sponaugle	\$NA	
James Foster	\$2,196.25	
Philip Osborne	\$191.68	<i>Totaling \$5,367.67</i>
Jan. 2022	\$115.84	
Feb. 2022	\$191.68	
Nov. 2021	\$115.84	
Oct. 2021	\$115.84	
Sept. 2021	\$234.24	
Aug. 2021	\$191.68	
June. 2021	\$305.28	<i>Totaling \$1,270.40</i>
	<i>Total gross spent to date:</i>	<i>\$32,018.06</i>

Coffindaffer moved to approve Supervisor's March Per Diem and Travel and Osborne's Per Diem and Travel as presented and pending review from district accountant. Motion seconded by Foster. Motion carried.

Approval of Invoices and Payments: None present today.

Unfinished Business:

Ag Enhancement Program: Teets reported with a paper report. *(See Attached).* She also reports Rich Werner currently has a well development contract with FY22 AgEP. He is having issues with the well driller and cannot get the well drilled. He is requesting that he be able to switch his contract to a pipe and trough. **Foster moved to accept the request as presented. Motion seconded by Sponaugle. Motion carried.**

Teets also reported on purchasing seeds for give away. She is wondering if the Board would like to use the funds in the previous proposal of 10,000.00 to purchase more seeds. A new proposal would need to be drafted. **Foster/ Coffindaffer. Motion carried. To create a new proposal and give Teets the authority to purchase up to \$2,000.00 of seeds.**

Teets reported on the following AgEP payments:
M. Burke, Hay Reseeding, 2.58 Ac, \$129.00

B. Lowther, Exclusion Fence, 554 Ft, \$886.40
D. Smith, Pasture Div. Fence, 2260 Ft, \$3,616.00
B. Lowther, Pasture Div. Fence, 1,163 Ft, \$1,860.80 *totaling \$6,492.20*
McClain/Coffindaffer. Motion carried. Approve payments.

OM&R Polk Creek & Salem Fork: Roy reported that he and Plaughter met with an engineer and contractor for the work needed on Salem 13. He is working on drafting an MOU for the project. The job showing for the O&M work needed on Polk Creek is tomorrow, May 12th, 2022 at 10 a.m. at the Pricetown Vol. Fire Dept. He reports a tree has fallen into the channel, and that he has been in contact with the City of Weston to get a work order to fix it.

Ward reported on the Polk Creek OM bid schedule. The bid opening will be at the office on May 23rd, 2022, at 10 a.m. The water resources committee will meet to open the bids.

Dam Inspection Reports: No new report.

New Business:

Conservation Farmer: Duckworth reported on two farms he thought would be eligible, Quill Ward, and John Bob Spiker. John Bob Spiker does not want to participate. R. Ward thought their farm would not be ready yet. **Coffindaffer moved to select Butch Wilmoth as the conservation farmer for Harrison County pending approval. Motion seconded by Foster. Motion carried.**

Nominating Committee for Officers: Chairman Plaughter selected a nominating committee for officers with Cain as the chairman of the committee, and members would be Hannah, Plaughter, and McClain. They would have a report at the next meeting of an officer slate, WVACD directors, and a WVACD Foundation Director.

Slope Mower Lease Renewal: Plaughter reported on being in contact with the manager for the City of Salem in reviewing the current lease. The manager felt everything was correct and no changes needed to be made other than dates. **Coffindaffer/Foster. Motion carried. To accept and renew the current lease.**

Scholarship Funding: Cain reported on the WVACD scholarship. She is requesting that the West Fork CD Board give \$1,000.00 to the scholarship fund. **Cain/ Sponaugle. Motion carried. To send \$1,000.00 to the WVACD scholarship fund.**

Correspondence

Liberty FFA Banquet
Envirothon Committee Meeting Minutes

Funding Request- A funding request from Ravenswood FFA is present today to help with funding for their trip to Missouri to compete in the Mid-American Grasslands Contest. **Coffindaffer/ McClain. Motion carried. To send \$500.00 in support.**

A funding request from WV State Conservation Camp is present today for \$1,840.00. The Board has budgeted \$1,600.00 to help two students per county attend the camp. The cost of registration as gone up \$30.00 per camper. **Coffindaffer/Sponaugle. Motion carried. To approve the registration increase and pay the funding request.**

Letters of Request- The LORs for FY23 District Support Allotments are present today. Q1 for \$37,775.00 LOR ID# 13782, Dated 7/1/22 Q2 for \$20,045.00 LOR ID# 13783, Dated 10/1/22, Q3 for \$20,044.00 LOR ID# 13784, Dated 1/1/23, and Q4 for \$14,680.00 LOR ID# 13785 Dated 4/1/23. **Foster/Cronin. Motion carried. Approve and send LORs.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Foster reported the WVACD now has a foundation, and the bylaws have been approved. The District would need to select a representative from the Board to serve as a director.

Cain reported Wes Mon Ty has built bee houses, and she would like to have them brought to the June meeting and every supervisor have one. Coffindaffer reported he would like to make the houses for the District to have for handout. **Cain moved to have the District pay for straws and end caps. Motion seconded by McClain. Motion carried.**

Sponaugle reported on being in contact with Glenville State College on getting a grant with the Climate Smart project. The grant is outlined in Heather Ishman's report. He is shocked no one is making applications for this grant and would like to see Districts take advantage of the money that is available.

Plaugher moved to go into executive session at 10:58 a.m. Motion seconded by Foster. Motion carried.

Foster moved to come out of executive session at 11:07 a.m. Motion seconded by Cronin. Motion carried. No action was taken in executive session.

WVCA Report:

Teets had nothing else to report.

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

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

WFCD Report: no report.

Public Comments: none.

Conservation Agreements: several agreements are present today.

Theodore & Carol Nay, Harrison County, 98 acres

David Cunningham, Lewis County, 123 acres

Bradley Beall, Gilmer County, 150 acres

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

Set Date of Next Meeting: The next meeting will be held on June 8th, 2022 at Cedar Creek State Park in Gilmer County, WV at 9 a.m.

Meeting adjourned at 11:30 a.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
 MOUNT CLARE, WV 26408

Travel and Per Diem - Treasurer Approval for Payment
 Month/Year March 2022

Name	Travel	Per Diem	Total
Randy Plaughter	702.16	840.00	1542.16
Jane Cain	164.97	240.00	404.97
Bill Coffindaffer	438.69	480.00	918.68
Bill McClain	33.93	80.00	113.93
Larry Sponaugle			
Jim Foster	1316.25	880.00	2196.25
Steve Cronin			
Phil Osborne	71.68	120.00	191.68
TOTALS			5367.67
Phil Osborne 2/22	71.68	120.00	191.68
Phil Osborne 1/22	35.84	80.00	115.84
Phil Osborne 11/21	35.84	80.00	115.84
Phil Osborne 10/21	35.84	80.00	115.84
Phil Osborne 9/21	114.74	120.00	234.74
Phil Osborne 8/21	71.68	120.00	191.68
Phil Osborne 6/21	105.28	200.00	305.28
			1270.40

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

Travel and Per Diem - Treasurer Approval for Payment
 Month/Year February 22

Name	Travel	Per Diem	Total
Randy Plaughter	858.47 ⁻³⁵	560.00 ^{+35.10}	1418.47
Jane Cain	508.77 ⁻¹⁵	560.00 ⁺¹⁵	1068.77
Bill Coffindaffer	102.96	200.00	302.96
Bill McClain	33.93	80.00	113.93
Larry Sponaugle	423.90	320.00 ⁺³⁵	752.90
Jim Foster	991.37 ⁻¹⁴⁹	800.00 ⁺¹⁴⁹	1791.37
Steve Cronin	927.37		
Phil Osborne			
	2319.40		4839.40
TOTALS	2328.40	2520.00	4848.40
	-149	+149	
	<u>2179.40</u>		
	2170.40		

Correction @
 May Mtg

West Fork District DC Report

May , 2022

Field Visits:

Planning Visits:

- Grazing/Grassland – 10
- Forestry/Wildlife – 5
- High Tunnel/Other - 5

Contract Implementation:

- 15 Field Visits for implementation and certification on existing contracts

Completed Practices:

- Brush Mgt: 17 acres
- Pasture and Hayland Planting: 51 acres
- Forest Stand Improvement: 19 acres
- Prescribed Grazing: 141 acres
- Forage Harvest Mgt: 11 acres
- Fence: 5440 feet
- High Tunnel: 2880 sq. feet
- Heavy Use Area Protection: 1100 sq. feet
- Roof Runoff Mgt: 200 feet
- Pipeline: 1692 feet
- Watering Troughs: 2

Total Practice Installation payments total \$43,747.00 for March/April 2022

Field Office Work and Priorities

- Staff in both offices have been providing technical assistance on practice installation including High tunnel, water systems, fencing, and winter-feeding records. Additionally, technical assistance is being provided on water system installations to assist producers on meeting Ag Enhancement deadlines
- Mt. Clare staff are attending Conservation Planner training in Lewisburg this week.
- Current Program workload includes field visits and planning for our Conservation Stewardship applications. The WFCD has 14 applications.

Upcoming Events

WV Woodland Steward Seminar, May 17th, 2022 6:00 – 8:30 Pm

Staffing Updates

- *Gabrielle Lawinger, WV DNR Partner Pollinator Biologist started on May 9th.*
- *Rafael Mendez, the new ASTC-FO for the North Area will start on May 23rd.*



May Board Report from Heather Duncan, WVACD Executive Director

April Quarterly Meeting

Thank you everyone for a great meeting at Cacapon Resort State Park April 18-19. I encourage everyone to reach out to Caroline Smith, Stewards Individual Placement, especially if you are interested in any BMP type installations or maintenance or office and outreach assistance. Her contact information is:

Caroline Smith

Program Director

Stewards Individual Placements

304-533-1211

caroline@conservationlegacy.org

Rod Snyder, Ag Advisor to EPA, and Chris Young, Government Affairs Director of NACD, are also available to be contacted. Rod can be reached at: snyder.rodney@epa.gov and Chris Young can be reached at: Chris-Young@nacdn.net

Sarah Bailey, mother of Kenya Bailey who made the pollinator presentation can be reached at: sebailey@k12.wv.us. I am happy to report that Miss Kenya received 2nd place at the state social studies fair with her project!

NACD Stewardship Materials

Please visit the NACD website for information on handouts and other educational materials for your district's outreach program. The downloads are free or you can use their printing company. Your information can be added to all materials. The 2022 poster contest information has been updated.

Climate Smart Commodity Funding, other grant opportunities, and partnerships

The first round of application extension has been set for May 6 for requests \$5-100 million. The second round of funding for requests \$250,000-\$4.9 million has been set for June 10. Please let me know if you have any ideas or would like to be part of a working group to submit an application.

Remember to check on [grants.gov](https://www.grants.gov) for the latest in federal grants. Also, many counties have local community foundations which tend to provide smaller grant amounts but can lead to great resources and partnerships.

Many local farmers markets are gearing back up for the season. See if your local market would let your district set up an informational booth. Perhaps you could event attend monthly and provide various crafts or programs. Also, do not forget about the local food pantry or community ministry as these are another great resource for information sharing and partnership building.

Many schools seem to be opening back up to visitors. Check in with your local schools, teachers, boards of education, and curriculum and instruction coordinators on what activities you could bring to the schools. Or, perhaps there is something they are lacking such as the desire to start a garden, native landscaping, or supplies for their environmental education classes. If teaching isn't your "thing" the Read Aloud program is a great way to get into the classrooms and read to students (of all grade levels) on environmental education.

July Quarterly Meeting

The July quarterly meeting will be held July 18-20 at the Comfort Suites Parkersburg South (AKA Mineral Wells). There will be new and experienced supervisor training. Please reach out to me of what you wish you were told or what instruction you would like to receive as a current supervisor or information when you had just got started. I want these trainings to be beneficial to YOU and worth your time away from home.

Reminders

Please be sure to follow up with your NRCS DC and start planning your Local Work Group (LWG) meetings. Also, please do not forget about the training videos produced by WVCA and Bob Buchanan. A great deal of work was put into these videos and they should preferably be watched during board meetings to allow for discussion.

Be sure to sign up with Clyde Bailey or your AS to work the State Fair booth.

Do not forget about submitting your Oath of Office to the county clerk and to WVCA if you are re-elected.

Please go ahead and vote for your new delegates for the Board of Directors so that your district is prepared for the July quarterly meeting.

Congratulations to Ravenswood FFA for winning first place at the WV Envirothon April 21-22. They will travel to Ohio in July to compete on the international level.

Upcoming Dates:

July 18-20, 2022: July Quarterly Meeting and Supervisor Training, Comfort Suites Parkersburg South (Mineral Wells)
January 16, 2023: Conservation Day at the Capital



May 2022 WVCA Report

Conservation Law Change

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.

Covid-19

The WVCA continues to monitor the COVID situation and planning to return to offices on May 11.

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:

- **May/June/July 2022**– CDs to finalize upcoming FY program, update AgEP agreement addendum #1 & #2, take action to approve LORs

Conservation Farm Tour

It's time to plan for the 2022 conservation farm recognition in your district. The district winner nomination packet is due to Kim and Jeremy by May 31. This packets includes a completed farm bio, a signed conservation farm plan and conservation plan map.

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 WVACD Quarterly Meetings

July 18, 19 & 20	Comfort Suites, Mineral Wells, WV
October 17 & 18	Days Inn, Flatwoods

May 2022
West Fork Conservation District
Administrative Specialist Report

AgEP FY23 Sign up:

Sign up has been going well. The appointment system has been nice to work with. It allows Sigrid, Cheryl, and myself to see everyone we worked with, as everyone we see is added to a slot in the calendar and we can reference back to who was helped when and by what staff.

District Fiscal Audit Changes: Chris Casto has sent out an updated RFQ (request for quotation) that will need to be completed when we go to rebid for our auditor. Changes have been made to the scope of engagement and other parts of the document based on the requirements from the state auditor's office. Our audit is secured in contract until FY25. He recommends that we update and rebid the audit contract because of these changes. However, he said the decision is solely up to the board on what to do, and if they decided to update they would have to cancel their current contract.

Polk Creek O&M Work 2022:

Job showing will be on May 12th at 10 a.m. at the Pricetown Vol. Fire Dept. Bid opening will be on May 23rd at 10 a.m. at the WFCD office.

Important Dates/Other:

Check processing is on May 16th and May 31st 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 May, I am in the office. I will be on leave May 20th.

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

Rward@wvca.us

681-381-8373

