

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

June 8th, 2022

MINUTES

With a quorum being present, Chairman Plaughter called the June Board of Supervisors meeting to order on Wednesday, June 8th, 2022 at 9:02 a.m. at Gilmer County Historical Building, Glenville, WV.

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

Others Present: Robin Ward, WVCA
Sigrid Teets, WVCA
Brandon Duckworth, NRCS
Richard Law, NRCS
Jim Roy, WVCA
David Gardner, FSA
Jack Hutson, WFCD
Barbie Foster, WFCD

**(via teleconference)*

Welcome and Introductions: Jack Hutson, the soil intern for the district is present today. He gave a report of the farms he has sampled to date.

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

Minutes: With no additions made, the May 11th, 2022, minutes will stand approved as mailed. **Coffindaffer/Foster. Motion carried. Approve minutes.**

Cooperating Agencies Report:

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

FSA: Gardner reported the County Committee elections are coming up for his office. They have had several applications for honeybee loss and livestock loss. He is finishing ECP contracts. John Purdue is now the State Director.

Forestry: No one present to report.

WVU Extension: No one present to report.

WVACD Executive Director: Report will be later down the agenda.

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

Randy Plaugher	\$662.23	
Jane Cain	\$2,251.82	
William Coffindaffer	\$666.03	
William McClain	\$141.43	
Larry Sponaugle	\$576.36	
James Foster	\$2,742.60	
Philip Osborne	\$155.84	<i>Totaling \$7,196.31</i>
	<i>Total gross spent to date:</i>	<i>\$39,214.37</i>

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

Approval of Invoices and Payments: An invoice for Terry Hardman is present today for billing to repair the lime spreader shaft. Recently he had a heart attack and passed away. **Coffindaffer moved to dismiss the invoice. Motion seconded by Foster. Motion carried.**

Unfinished Business:

Ag Enhancement Program:

Water System Contract(s) Review/ Payment: Ward reported on two water development contracts that did not make sense in processing for payment. She explained the contracts to the Board and wondered how she should proceed with them. The Board felt the need for two contracts wasn't necessary as payment would be made to the cooperator upon full completion of the project regardless of if the individual decided to complete one system before the other. **Osborne moved to make payment on one contract for Hitt under one transaction number. Motion seconded by Sponaugle. Motion carried. Foster moved to make payment on one contract for Stroupe under one transaction number. Motion seconded by Cronin. Motion carried.**

R. Hitt, 2 Spring Developments, \$1,440.41

T. Stroupe, 2 Pipe and Troughs, \$1,963.27 *totaling \$3,403.68*

Foster reported on the following AgEP payments:

P. Sabatelli, Spring Development, \$1,700.00

I. Maxwell, Spring Development, \$1,700.00

Ward Land and Cattle LLC, Spring Development, \$1,700.00

A. Ward, Spring Development, \$1,700.00

R. Werner, Pipe and Trough, \$1,500.00

R. Francis, Pipe and Trough, \$1,500.00

R. Francis, Spring Development, \$1,700.00

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A. Hartshorn, Spring Development, \$1,700.00
V. Woodford, Pipe and Trough, \$1,500.00 *totaling \$14,700.00*

Foster/ Cronin. Motion carried. Approve payments.

Foster reported on the following AgEP cancelations:

J. Shackelford, (2) Pipe and Trough, \$3,000.00

M. Tomes, PDF, \$4,000.00 *totaling \$7,000.00*

Foster/Cronin. Motion carried. Approve cancelations.

Teets reported on the modified proposal for ordering seeds for the district. Discussion was held on having a field day with the seeds. **Osborne moved to have further discussion on the proposal in committee. Motion seconded by Foster. Motion carried.** The AgEP committee will meet on June 15th, 2022, at 9 a.m. at the Mount Clare USDA Service Center in Mount Clare, WV.

OM&R Polk Creek & Salem Fork: Roy reported the City of Salem is currently mowing the Salem Fork dams.

Polk Creek OM Contracting: Roy reported all bids were submitted to Ed Cox for processing. The lowest bid submitted by WV Construct, LLC for \$17,749.68 as been approved by WVCA contracting. **Foster/Sponaugle. Motion carried. To approve the contract and send back to WVCA contracting for the Notice to Proceed.**

Salem Fork site 13 Trash Racks: Ward reported on talking with the proposed contractor on the outstanding documents he needed to proceed with his contract and hasn't heard anything back. Roy was going to wait until the end of the week to hear from him.

Dam Inspection Reports: Roy reported on having a \$1,000.00 work order for removal of a tree in the Polk Creek channel present today for signature.

The DEP wants to inspect Polk Creek dams site 5,6, and 7. Roy is waiting for the mowing to be completed before the DEP does their inspection.

New Business:

Nominating Committee Report: Cain reported on the following nominations for the officer slate; Bill Coffindaffer for Chairman. Nominations were then opened to floor, hearing no new nominations. **Foster/Cronin. Motion carried. To close the nomination.** Jim Foster for Vice Chairman. Nominations were then opened to the floor, hearing no new nominations. **Cronin/ Sponaugle. Motion carried. To close the nomination.** Jane Cain for secretary. Nominations were then opened to the floor, hearing no new nominations. **Coffindaffer/Cronin. Motion carried. To close the nomination.** Randy Plaughter for treasurer. Nominations were then opened to the floor, hearing no new nominations. **Cronin/ Foster. Motion carried. To close the nomination.**

Cain reported on the nominations for WVACD Directors. Jane Cain, and Jim Foster for WVACD directors. Nominations were then opened to the floor, hearing no new nominations. **Coffindaffer/Cronin. Motion carried. To close the nomination.**

Cain reported on the nomination for a WVACD foundation director. Jim Foster for foundation director. Nominations were then opened to the floor, hearing no new nominations. **Coffindaffer/ Cronin. Motion carried. To close the nomination.** Jim Foster would serve as the WVACD foundation director.

Foster/Cronin. Motion carried. To approve all nominations presented by the nominating committee, and seat the new officer slate, WVACD directors, and WVACD foundation director at the July 2022 Board meeting.

Harrison County Solid Waste Authority: Ward reported on speaking with Richard Barnett several times on the appointment of the representative for the Harrison County Solid Waste Authority. In April, the Board nominated Sam Hoover. Barnett would like to have Bob Waybright nominated. Coffindaffer would look into this more and report back at the next Board meeting.

Additional Funding Request to WVCA: Ward read the email from Heather Duncan requesting CD Boards to review their programs and practices and see where they could use additional funding. The Board would review this at their AgEP committee meeting on June 15th.

District Fiscal Audit Changes: Ward reported on the request from Casto from District Fiscal on a change in the RFQ when District Boards bid for an auditor. The WFCD's contract is valid until FY25. If the Board decided to go with the new RFQ, they would have to cancel their current contract and rebid for an auditor. **Foster/Cronin. Motion carried. To keep the current auditor on contract until FY25.**

POW Review- Changes for FY23: The Board felt content with the current POW and thought no changes needed to be made. **Foster/Coffindaffer. Motion carried. To accept and submit the current POW for FY23.**

Correspondence

WVACD Foundation By-Laws
Bid Opening Minutes- 5.23.22

Funding Request- A funding request from the Northeast Association of Conservation District Employees is present today. Ward read the letter from the association. The Board took no action and deferred the request to the WVACD.

Letters of Request- The LORs for office rent for July- December 2022 are present today. LOR amount per month \$770.00, AGR# 1024-09. **Foster/Sponaugle. Motion carried. To approve and submit the rent LORs.**

SPRP/EWP Project: No new report.

Board Member & Associate Supervisor Reports:

Cain reported on revisiting the mileage rate reimbursement.

Osborne reported on enjoying his time serving as a District Supervisor for the West Fork Conservation District. He thanked the Board for their help and reported that he will be moving to Virginia.

Plaughter reported on enjoying his time as Chairman and is looking forward to being the treasurer again.

WVCA Report:

Teets reported on the WVCA extending an offer for the temporary CS position to an individual from Upshur County. Their start date is June 21st, 2022.

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

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

WFCD Report: Cheryl reported she is working on the District of the Year Award book and should have it completed soon. She also reported Jack is doing a great job soil sampling.

Public Comments: none.

Conservation Agreements: several agreements are present today.

Carolyn & Marvin Blake, Gilmer County, 11.5 acres

Bethany Glaspell, Doddridge County, 67 acres

Donald R. Butcher, Gilmer County, ?? acres

Brian Wright, Harrison County, 102 acres

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

Set Date of Next Meeting: The next meeting will be held on July 13th, 2022 at the Mount Clare USDA Service Center in Mount Clare, WV at 9 a.m.

Meeting adjourned at 11:20 a.m.

Chairman Plaughter called the June Board meeting back to order at 11:22 a.m. and moved to go into executive session. Motion seconded by Foster. Motion carried.

Foster moved to come out of executive session at 11:35 a.m. Motion seconded by Cronin. Motion carried.

Foster moved to send a letter to Brian Farkas requesting the newly hired temporary Conservation Specialist position for WFCD/MCD become a full-time employee in the WFCD for their AgEP program to alleviate friction within the district. Motion seconded by Coffindaffer. Motion carried. Ward would draft a letter and send it out today.

Meeting adjourned at 11:37 a.m.

Respectfully submitted,



Jane Cain, Secretary



Randy Plaughter, 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 April

Name	Travel	Per Diem	Total
Randy Plaugher	262.23	400.00	662.23
Jane Cain	1371.82	880.00	2251.82
Bill Coffindaffer	786.03	480.00	666.03
Bill McClain	61.43	80.00	141.43
Larry Sponaugle	256.36	320.00	576.36
Jim Foster	1562.60	1180.00	2742.60
Steve Cronin			
Phil Osborne	35.84	120.00	155.84
TOTALS	3736.31	3460.00	7196.31

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

The West Fork Conservation District Board of Supervisors met on 06/08/2022 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
V. Woodford	Pipe and Trough	1	\$1,500.00	1350
A. Hartshorn	Spring Development	1	\$1,700.00	1348
R. Francis	Spring Development	1	\$1,700.00	1349
R. Francis	Pipe and Trough	1	\$1,500.00	1349
P. Sabatelli	Spring Development	1	\$1,700.00	1345
I. Maxwell	Spring Development	1	\$1,700.00	1344
Ward Land and Cattle LLC	Spring Development	1	\$1,700.00	1347
A. Ward	Spring Development	1	\$1,700.00	1343
R. Werner	Pipe and Trough	1	\$1,500.00	1346
		Totaling	\$14,700.00	


Committee Chair

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

The West Fork Conservation District Board of Supervisors met on 06/08/2022 and approved the following cancellation(s).

Name	Practice	Amount	Accrual	Check #
J. Shackleford	Pipe and Trough	2	\$3,000.00	
M. Tomes	Pasture Division Fence	2,500	\$4,000.00	
		Totaling	\$7,000.00	
			7,000. ⁰⁰	

James H. Foster
 Committee Chair



June 2022 WVCA Report

Conservation Law Change

SB264 passed the legislature and has been signed by the governor. The law 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. Please check with Kim and Jeremy to be sure you have a copy of the updated advertisement.

The 30-day comment period on 63-CSR-1, and 63-CSR-4 begins Monday, May 16, and concludes on Thursday, June 16, at 4 p.m.

Proposed rule 63-CSR-1 amends an existing rule and incorporates changes relating to the election of West Virginia's 114 conservation district supervisors. The rule details candidacy qualifications and procedures districts must follow when there are no candidates filing for the office, or when a vacancy occurs. The proposal also makes minor modifications to the process for spending watershed improvement funds.

The proposed rule 63-CSR-4 is a new rule relating to accounting and auditing procedures West Virginia's 14 conservation districts must follow.

AgEP:

- **May/June/July 2022**– CDs to finalize upcoming FY program, update AgEP agreement addendum #1 & #2, take action to approve LORs
- **July 15th** – **AgEP Databases are to be closed out by July 15th.**

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. **Plans of work are due to Kim and Jeremy by July 1.**

Conservation Farm Tour

District nominating packets were due to Kim and Jeremy by May 31. The packet is to include a completed farm bio, a signed conservation farm plan and conservation plan map.

If you do not plan to submit a farm for the statewide contest consideration, please let Kim and Jeremy know immediately.

Timelines:

- **June 1 – District winner nomination packet is due to Area Director which includes the completed farm bio, conservation farm plan and conservation plan map.**
- **July - Area judging.**
- **August - Statewide judging.**
- **October – Presentation of Area and State awards at WV Conservation Partnership Annual Conference. County and District winners at local Conservation District annual banquets.**

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.

The WVCA cannot provide a match without a signed agreement.

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



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West Fork Conservation District
Administrative Specialist Report

O&M Contracting: Jim and I have been working on getting the contracting finalized for both Polk Creek, and Salem Fork. Some information was still needed for the contract with Salem Fork. The Polk Creek contract is ready for approval today.

AgEP: Water development contracts are present today for payment. FY 22 database should be completed after the cancelations and payments are completed today. Checks are present for signature. FY23 sign up has closed. There are 59 people who have applied with 101 applications. Sigrid should be ranking those applications.

Important Dates/Other:

Check processing is on June 15th 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 June, I am in the office. I will be on leave June 24th.

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

Rward@wvca.us

681-381-8373

+ I need oaths
to office
than BOBs



Conservation Specialist Report June 08, 2022

AgEP FY-22 Payments, Approvals, and Cancellations

- Several payments (12) and cancellations (3) were prepared.
 - See agenda for payment approvals and cancellations

AgEP FY-22 End of Year Summary

(My Balances are estimated.)

- | | |
|-----------------------------|-------------|
| • Beginning Balance: | \$97,000.00 |
| • Payments (including June) | \$91,000.00 |
| • Current Balance Estimate | \$6,000.00 |

FY-23 AgEP

- I have been working on entering application information into a new spreadsheet, scanning documents, determining eligibility, and ranking applications.

Special Project

- See modified proposal handout.

Seed order. Has Mod available

Important FY23 AgEP Dates

- June 27, 2022: Soil sample results due for Winter Grazing applications
- July 29, 2022: Soil sample results due for all other practices that require soil sample results

Other Important Announcements

- WVCA has extended an offer to one of the candidates who applied for the part-time Conservation Specialist position. Her start date is 6/21/22.

