

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

July 13, 2022

MINUTES

With a quorum being present, Chairman Coffindaffer called the July Board of Supervisors meeting to order on Wednesday, July 13th, 2022 at 9:02 a.m. at the USDA Service Center in Mount Clare, WV.

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

Others Present:

- Robin Ward, WVCA**
- Sigrid Teets, WVCA**
- Cindy Shreve, WVCA**
- Darian Bender, WVCA temp**
- Jim Roy, WVCA**
- Tom Wilsoncroft, NRCS**
- Richard Law, NRCS**
- David Gardner, FSA**
- Bruce Loyd, WVU Extension***
- Cheryl Carlin, WFCD**
- Dinah Hannah, WFCD**
- Belva Junkins, WFCD**
- Barb Foster, WFCD**

**(via teleconference)*

Welcome and Introductions: Coffindaffer thanked the Board for another year and welcomed Bob Suan as the new supervisor for Harrison County.

Agenda Approval: Chairman Coffindaffer reported on needing to add an invoice from Vincent Excavating to the approval of invoices and payments section of the agenda. **Plaughter/McClain. Motion carried. Approve today's agenda as amended.**

Minutes: With no additions made, the June 8th, 2022, minutes will stand approved as mailed. **Foster/Cronin. Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: Wilsoncroft was present today to report as Duckworth is on vacation. Wilsoncroft reported the local work group is coming up on 7.26.22. It is to determine concerns and priorities within the district. He reports Duckworth would like to visit one

of the board members farms. Plaughner volunteered his farm for review. Wilsoncroft reports they are finishing assessments for CSP contracts. They have 30 new contracts in the district totaling \$587,000.00. He approximates another \$73,000 needed to cover additional applications.

FSA: Gardner reported acreage reports are due. County committee elections are going on. They have a new temporary employee in the Weston office.

Forestry: No one present to report.

WVU Extension: Loyd reported it is a busy time of year working with youth activities. Jamboree at the Mill is scheduled for July 24th-28th with the sale on the 28th. The Junior Preview Heifer show is coming up, as well as the State dairy show in August. He has no new results with the dung beetle project. Calf market season is next month.

WVACD Executive Director: *(See paper report)*

Financial Report: The WVCA financial reports for June are present today. The balance sheet and income statement from John Law CPA for June is present today. John Law CPA General and CDO account financials for June are present today. **Foster/McClain. Motion carried. Approve and file financials for audit.**

Supervisor Per Diem and Travel: Treasurer Plaughner reported on the following Supervisor's Per Diem and Travel expenses for the month of May:

Randy Plaughner	\$702.68	
Jane Cain	\$793.50	
William Coffindaffer	\$628.37	
William McClain	\$183.40	
Larry Sponaugle	\$719.86	
James Foster	\$900.70	
Philip Osborne	\$NA	<i>Totaling \$3,928.51</i>
	Total gross spent to date:	\$43,142.88

Plaughner moved to approve Supervisor's May 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 from Vincent Excavating is present today for the installation of the trash racks on Salem Fork site #13 for \$2,450.00. **Foster/Plaughner. Motion carried. To approve and pay invoice.**

Unfinished Business:

Ag Enhancement Program: Teets passed out a written report and spreadsheet. *(see attached)*. She recommends having an AgEP committee meeting. The AgEP committee will meet on 8.5.22 at 9 a.m. at the USDA Service Center in Mount Clare, WV. Discussion was held on the funding allocation for the next 3 years.

OM&R Polk Creek & Salem Fork: Roy reported on needing to cancel the contract with Thurman Cox. In the February 2022 Board meeting minutes, the Board elected to have Cox install the trash racks. He has since then decided to not go through with the contract. **Plaugher/McClain. Motion carried. To cancel contract with Cox.** Plaugher reported the reason Cox withdrew from the contract is because of all the paperwork needed. Roy reports Polk Creek site numbers 6,8, and 9 will need new trash racks installed. He is working to put together a contract and hopes to have a job showing on July 26th at 10 a.m. He is willing to advertise today for the contract if the Board gives him the authority to do so. **Plaugher/McClain. Motion carried. To give Roy the authority to advertise the contract for the work needed to replace the trash racks on Polk Creek site 6,8, and 9.**

Dam Inspection Reports: Roy reported Dam Safety will be out to inspect Polk Creek site number 6,7, and 9 this month.

New Business:

Appointment Harrison Solid Waste Authority: Coffindaffer reported on speaking with Richard Barnett. Barnett said Bill Hoover changed his mind about serving the Harrison County solid waste authority and recommends the WFCB Board of Supervisors nominate Bob Waybright for the position. **Plaugher/Foster. Motion carried. To appoint Bob Waybright to serve in the vacant appointment for the Harrison Solid Waste Authority.**

WFCB Committees Review: The Board reviewed the current committees and adjusted the list for FY23. An equipment committee was added to the list. **Plaugher/Cronin. Motion carried. To approve the adjustments made for the FY23 committee list.**

GSA Rate Increase: Ward reported on receiving an email from Farkas regarding the increase in GSA mileage starting July 1, 2022. The old rate of .585 as increased to .625 per mile. She has a copy of the policy manual present today and reports the policy states that the Board will follow current GSA rates. She has also received a digital template that she will be sending out soon.

NRCS Local Work Group Meeting: Ward reported on providing refreshments for the local work group meeting. **Cain/Sponaugle. Motion carried. To spend up to \$100.00 in refreshments for the local work group meeting.**

Board recessed at 10:19 a.m.

Board back to session at 10:33 a.m.

Correspondence

AgEP Committee Meeting Minutes- 6.15.22. **Foster/McClain. Motion carried.**

Approve minutes as presented.

Special Board Meeting Minutes- 6.28.22. **Cronin/McClain. Motion carried. Approve minutes as presented.**

Envirothon Picnic- 8.3.22 at 10 a.m. Holly Gray Park

Funding Request- none at this time.

Letters of Request- The LORs for the FY23 WVCA contribution of the OM&R sponsorships are present today. Harrison County Commission \$8,000.00 AGR# 1393-02, LOR ID 13833, Lewis County Commission \$5,000.00 AGR# 1405-03, LOR ID 13832, City of Weston \$4,400.00 AGR #1376-02, LOR ID 13831. **Foster/McClain. Motion carried. Approve and submit LORs.**

SPRP/EWP Project: Foster reported the funds are tied up.

Board Member & Associate Supervisor Reports:

Foster reported the Annual Banquet will be on September 15th, 2022, at the Doddridge County Park at 6 p.m. He reports he needs a head count for the Board meeting at the Oxford Grange in August. Chairman Coffindaffer appointed Belva, Dinah, and Barb to a decorating committee for the banquet.

Law reported on the farm tour coming up on Friday at the Wilmoth farm. He and Chris Toothman plan to be there and have paper reports of the farm. The district will provide refreshments for the tour.

Hannah reported the women in ag committee will meet briefly after the August 10th board meeting.

Plaughter reported the grazing conference meeting will be on July 21st.

Coffindaffer reported the farmland protection board is getting ready to close on two new farms in Harrison County.

WVCA Report:

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

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

WFCD Report: Cheryl reported she has submitted her paperwork for retirement and plans to still retire starting November 1st. She has completed the annual report and the District of the Year award book. She has received post cards from the students that attended the State Conservation Camp. She reported on behalf of Jack as he is out in the field today. He has 67 new samples from 2 farms in Doddridge County, 4 farms in Harrison County, and 1 farm in Gilmer county.

Public Comments: none.

Conservation Agreements: One agreement is present today for approval.

David L. Adams, Doddridge County, 167 acres

Plaughter/Foster. Motion carried. Approve the Conservation Agreement as presented.

Set Date of Next Meeting: The next meeting will be held on August 10th, 2022 at the Oxford Grange Hall in West Union, WV at 9 a.m.

**Meeting adjourned at 11:26 a.m.
Respectfully submitted,**


Jane Cain, Secretary



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

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
SPECIAL BOARD MEETING
June 28, 2022**

MINUTES

With a quorum being present, Chairman Plaughter called the Board of Supervisors special meeting to order on Tuesday, June 28, 2022 at 10:02 a.m. at the USDA Service Center, Mount Clare, WV.

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

Others Present: Brian Farkas
Jeremy Salyer
Jennifer Skaggs
Cindy Shreve

Pledge of Allegiance

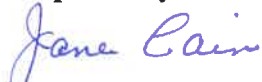
Welcome and Introductions

Agenda Approval: With no additions or changes made to the agenda. Foster/McClain.
Motion carried. Approve today's agenda.

Larry Sponaugle moved to go into executive session for discussing conflict between Robin Ward and Sigrid Teets and understanding their role. Jim Foster seconded. Motion carried.

**Executive Session: 10:04 a.m.
Back from Executive Session: 11:04 a.m.**

Respectfully submitted,



Jane Cain, Secretary



Randy Plaughter, Chairman

**Minutes Recorded by Jane Cain, Secretary
The Board Adjourned at 11:08 a.m.**

**West Fork Conservation District
AgEP Committee Meeting
June 15, 2022**

Minutes

Members Present: Jim Foster, Randy Plaugher, Steve Cronin, Bill Coffindaffer, Bill McClain, Robin Ward, Sigrid Teets

Chairman of the committee Jim Foster, called the meeting to order at 9:20 a.m. on Wednesday, June 15th, 2022.

Seed Project Proposal Modification: Teets presented a modified version of the original project proposal. The committee reviewed the proposal and thought about possibly having a pasture walk in the fall. Teets expressed those seeds can be given away at any time. However, new seed stock comes out in January and that is the time many people order seeds. **Coffindaffer/McClain. Motion carried. To accept and submit Teets modified version of the original project proposal.**

Field Day: Ward thought that it would be a good time to have a field day. The District hasn't had one in a long time. She mentioned speaking with Brandon on individuals that do bale grazing in Harrison County. Brandon mentioned John Stenger was one that did the bale grazing. Ward thought aside from bale grazing his farm may be a good farm to have a field day as it would cover sheep and goats rather than cattle. Foster thought it would be good to have a talk from a veterinarian as well. Ward would get in contact with Stenger to see if he would be interested in having a field day in spring of 2023. Conversation was held on having a pasture walk in the fall at his farm. *Call BOB STENGER*

West Fork Conservation Program Needs: The committee unanimously agreed to request additional funding for a district aerial spraying project. They would like to request \$75,000.00 for the project, and if the project would be approved, they would iron out the details later. Discussion was held on how the project would be administered. These points were discussed: \$2,000.00/ cooperator- 37 farms, 50/50 cost share, 2-year commitment to project, and attending an educational class. **Cronin/McClain. Motion carried. To submit a request for \$75,000.00 to support a district aerial spraying project.**

Ward passed out an excel spreadsheet of all FY23 applications received. It has the applicants name, address, practice applied for, priority choice, soil sample results pending, and applications that are ready for ranking.

Meeting adjourned at 10:05 a.m.

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

Call Bob Stenger.



July 2022
West Fork Conservation District
Administrative Specialist Report

New Fiscal Year: Hooray to another year down. I look forward to FY23. Welcome new supervisor Robert “Bob” Suan from Harrison County. He is a retiree from the WVDOH, and has a beef cattle farm in Johnstown, WV.

Welcome back supervisors Bud Sponaugle, Steve Cronin, and Jim Foster.

Conservation Farm Tour: The WVCA and partners have scheduled to tour the Wilmoth farm on July 15th, 2022 with an approximate time of 1:30 p.m. Interested individuals wanting to attend the tour will meet at the WFCO office at 1 p.m. If you know the way to the Wilmoth farm, feel free to drive yourself there.

AgEP: I have been receiving soil sample results and pairing them with their maps that correspond with the FY23 applications received. I have generated an inhouse database of all FY23 applications received and have been logging in that database information as I receive it. You have a copy in your packets today of the most recent database. I have scanned all applications ready to be ranked to Sigrid. Cancellation letters have been sent to the remaining FY22 contracts, and the WVCA FY22 AgEP database has been closed. All payments have been cleared from the interest-bearing account, and there is no carry over into the FY23 fiscal year.

FY22 Audit: I have been in contact with our auditor to schedule a date for the FY22 audit.

Engineering Expression of Interest: I have checked our contract with THRASHER. It is valid until May 2023.

O&M Sponsorship Agreements: The agreements for FY23 have been signed and are on file with the WVCA. The LORs for WVCA match are present today.

Important Dates/Other:

Check processing is on July 15th and 29th 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 July, I am in the office. I will be on vacation July 20th – July 24th, 2022.

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

Rward@wvca.us
681-381-8373

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If you have questions, ask Kim or Jeremy.

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

Timelines:

- **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



July 2022 WVCA Report

Items to be thinking about and placed on your agendas in the coming month:

Carroll Greene Nomination – form is due to Belinda Withrow by September 1

WVACD Honorary Member At Large

WVACD Lifetime Honorary Member

New Supervisor Oath of Office

By July 1, all newly elected supervisors need to have taken their oath of office. The oath is necessary by all supervisors who won a seat in the election in order to be reimbursed and vote in meetings.

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.

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.**
- **If you haven't updated your AgEP Administration agreement and addendum for the upcoming year please do so now.**



Conservation Specialist Report July 13, 2022

FY-23 AgEP

Application Summary:

• Frost Seeding	3	• Woodland Ex. Fence	2
• Hay Reseeding	6	• TOTAL:	110
• Heavy Use Area	17		
• Lime	32		
• Nutrient Management	10		
• Pasture Division Fence	6		
• Pollination	10		
• Water Development	15		
• Water Ex. Fence	1		
• Winter Grazing	8		

Application Status:

• Applications Ranked:	50
• Ineligible Applications:	10
• Exceeds annual cap:	11
• Ranking Visits Scheduled:	14
• Withdrew application:	1
• Ready for review:	24

- Funding/Budgeting: It is time to start thinking about budgets. We will hopefully know what our LOR amount will be during early August. At minimum the total budget will be \$73,000.
- Practice Caps: WFCO Winter Grazing and Nutrient Management practices do not have maximum amount (cap) per practice. We may want to determine a maximum so that we are not surprised with any abnormally high receipts.
- Pollination Practice Eligibility: One cooperater reported not being able to meet the \$1000 production of agricultural products eligibility requirement and therefore is unable to participate in the program.

Special Project

- The modified proposal was submitted which included the forage seed giveaway idea.

Important FY23 AgEP Dates

- July 29, 2022: Final soil sample results deadline.

Other Important Announcements

- Darian Bender has started working for WVCA as a Conservation Specialist. Her start date was delayed from 6/21/22 to 7/5/22.

Soil/Forage Sampling Monthly Report

Month May / June

Soil Samples Taken 75 on 12 Farms

#Doddridge 5 on 2 Farms

#Harrison 54 on 7 Farms

#Gilmer 0 on 0

#Lewis 16 on 3 Farms

Total
acres
942.38 acres

#Forage Samples Taken 0

#Doddridge _____

#Harrison _____

#Gilmer _____

#Lewis _____

Soil Samples Total to date _____

Forage Samples Total to date _____

Sylvia Casto - lives in upshur county but requested soil samples.

West Fork District DC Report

June , 2022

Field Visits:

Planning Visits:

- Grazing/Grassland – 9
- Forestry/Wildlife – 2
- High Tunnel/Other - 1

Contract Implementation:

- 20 Field Visits for implementation and certification on existing contracts

Completed Practices:

- Brush Mgt: 5 acres
- Early Successional Habitat Development: 2.5 acres
- Forest Stand Improvement: 19 acres *timber thinning*
- Fence: 5184 feet
- Forest Management Plan: 1 plan written
- Structures for Wildlife: 6 brush piles
- Tree and Shrub Establishment: 265 seedlings
- Use Exclusion: 13.1 acres

Total Practice Installation payments total \$22,340 for May 2022

Field Office Work and Priorities

- Staff in both offices have been providing technical assistance and following up with contract participants on practice installation. Additionally, technical assistance is being provided on water system installations to assist producers on meeting Ag Enhancement deadlines
- Tom Wilsoncroft and Chris Toothman are both participating on the quality assurance review team for our Conservation Stewardship Program.
- Current Program workload includes finishing up contracting our late EQIP approvals and following up field visits and planning for our Conservation Stewardship applications. The WFCD has 14 applications broken out in the following counties: Doddridge – 3; Gilmer – 4; Harrison – 5; and Lewis – 2.
- Gabrielle Lawinger has been providing technical assistance on installation on pollinator plantings in the district. She'll be branching out to provide coverage for the entire North Area.

Upcoming Events

- State Conservationist visit to the West Fork set for July 26th
- Local Work Group Meeting to be held on July 26th at 6:00 pm at the Harrison County Park and Recreation building

** Outreach for Local Work group.
• reach supervisor in the Agency
2 farmers - partner Agency
• Reach out personally to advertise to LWG
- When send Post cards 30 days prior
• Send in newspapers w/ explanation*