

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
September 14th, 2022**

MINUTES

With a quorum being present, Chairman Coffindaffer called the September Board of Supervisors meeting to order on Wednesday, September 14th, 2022 at 9:06 a.m. at the Mount Clare USDA Service Center, in Mount Clare, WV.

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

Others Present: **Robin Ward, WVCA**
 Sigrid Teets, WVCA*
 Cindy Shreve, WVCA*
 Julie Stutler, NRCS
 Rebecca Jeffreys, NRCS*
 Don Dodd, NRCS
 Jeremy Salyer, WVCA*
 Richard Law, NRCS
 Cheryl Carlin, WFCD
 Thomas Wilsoncroft, NRCS
 Belva Junkins, WFCD
 Barb Foster, WFCD
 Dinah Hannah, WFCD

**(via teleconference)*

Welcome and Introductions: Chairman Coffindaffer welcomed the NRCS staff present today to talk about the watershed dam projects.

Agenda Approval: With no additions or corrections to the agenda. **Sponaugle/Foster.**
Motion carried. Approve today's agenda as presented.

Minutes: With no additions made, the August 10th, 2022, minutes will stand approved as mailed. **Foster/McClain.** **Motion carried. Approve minutes.**

Cooperating Agencies Report:

NRCS: Wilsoncroft reported with a paper report. *(See attached)*. Stutler and Dodd presented documents pertaining to the rehabilitation to Polk Creek, Salem Fork, and Elk Creek. It would take several years for the project, but these documents are the first phase.

FSA: No one present to report.

Forestry: No one present to report.

WVU Extension: No one present to report.

WVACD Executive Director: *(See paper report)*

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

Foster reported on moving the \$100,000.00 CD from Harrison County Bank to Summit Bank in West Union, WV. The CD is entered into a promotional period of 15 months at 1.5%. He, Plaughter, and Coffindaffer are the signors on the account.

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

Randy Plaughter	\$882.88	
Jane Cain	\$1,537.00	
William Coffindaffer	\$787.50	
William McClain	\$192.50	
Larry Sponaule	\$286.25	
James Foster	\$1,649.00	
Robert Suan	\$286.25	<i>Totaling \$5,621.38</i>
<i>Total gross spent to date:</i>		<i>\$5,621.38</i>

Plaughter moved to approve Supervisor's July Per Diem and Travel as presented and pending review from district accountant. Motion seconded by Sponaule. Motion carried.

Approval of Invoices and Payments: None present today.

Unfinished Business:

Ag Enhancement Program: Teets passed out a written report. *(See attached).*

Foster reported on the following approvals:

D. Butcher, Lime, 50 acres, \$3,750.00

Plaughter/McClain. Motion carried. Approve the lime approval.

Foster reported on the following payments:

R. Suan, Hay Reseeding, 21.02 acres, \$1,051.00

R. Suan, HUA, 2,000 Ft², \$2,500.00

R. Wilmoth, Hay Reseeding, 9.2 acres, \$460.00

S. Stark, Nutrient Management, 20 acres, \$847.26 *totaling \$4,858.26*

Plaughter/McClain. Motion carried. Approve the payments as presented. With Robert Suan recusing himself from the floor.

Foster reported on the following cancelations:

P. Cottrill, Frost Seeding, 9.64 acres, \$482.00

K. Kerr, Lime, 50 acres, \$3,750.00
C. Blake, Pollinator, 2 nucs, \$200.00
K. Stutler, Lime, 7.26 acres, \$544.50 *totaling \$4,976.50*

Plaughter/Suan. Motion carried. Approve the cancelations as presented.

Discussion was held on the cancelations and the allocations now available for unfunded lime contracts.

Teets reported on two more lime contracts that can be approved. She would provide contracts to Ward to send out as soon as possible.

OM&R Polk Creek & Salem Fork: Coffindaffer reported on behalf of Roy. Roy is wanting to mow Polk Creek site #8 a second time. **McClain/Suan. Motion carried. With one no on the vote, approval was made to mow the dam a second time. A work order would be given to Ward on Roy's return to work.**

Dam Inspection Reports: No new report.

Fall Banquet: The banquet registration will start at 5:30 p.m. Ward reported on needing help with the presentation. Carlin reported on working with B. Foster on the decorations. Coffindaffer reflected on the Gilmer County Century Farm Sign tour, and the family that hosted the Board of Supervisors.

Water Supply Expenses: Discussion was held on returning the water supplies purchased from TVCD, and the future of the spring box kit at the District. Law reported he would be able to make the spring boxes for the original price the District was paying for them. He also has the casts to make lids.

New Business:

GSA Rates/ Policy Manual Adjustment: Cain reported the GSA rates have changed for the meal allowances. She would like to amend the policy manual to reflect current GSA rates rather than set amounts. **Cain moved to amend the wording in the policy manual to say "effective as of October 1st, 2022 Supervisors may charge meals during meetings at their discretion, regardless of overnight stay. Travel, meals, and per-diem rate will be reimbursed at current GSA rates."** Motion seconded by Sponaule. **Motion carried. The treasurer would need to keep records of the GSA rates available.**

Office Assistant Advertisement: Ward wondered how she should word the advertisement. Sponaule suggested following the job description, and not to publish the rate of pay. The Board would look into adding insurance benefits for the position.

Board recessed at 10:24 a.m.

Board back to session at 10:34 a.m.

WFCD/WVCA Office Rent Agreement: Ward reported on the rent lease agreement expiring with the WVCA. A renewed agreement is present today for signature. The lease

is valid from July 1, 2022- June 30th, 2025. The contribution is still \$770.00 from the WVCA. **Foster/McClain. Motion carried. Approve the WFCD/WVCA office rent agreement.**

Correspondence

Commissioner of Agriculture Letter- Ward reported on the allocation plan for the appropriated dollars gifted from the Commissioner. The amount of \$9,000.00 is intended to be a FY23 supplemental allotment.

Wes Mon Ty Meeting High Points
Dunstan Chestnut Trees

Funding Request- Ward reported on receiving a request from the Liberty FFA for sponsorship to competitions and support of their chapter. **Cronin moved to sponsor \$1,000.00. Motion seconded by Sponaugle. Motion carried.**

Letters of Request- Ward reported on having two LORs present today for approval. FY23 Supplemental Allotment, Agreement number 1024-09, ID number 13890 in the amount of \$9,000.00. **Plaughter/Sponaugle. Motion carried. Approve and send the LOR.**

FY23 AgEP Allotment, Agreement number 1450-00, ID number 13867 in the amount of \$85,000.00. **Sponaugle/McClain. Motion carried. Approve and send the LOR.**

SPRP/EWP Project: no new report.

Board Member & Associate Supervisor Reports:

Foster reported on the last meeting he introduced Rodney Dye from Doddridge County as being interested in getting involved as a supervisor for the Board in the future. **Foster moved to have Rodney Dye as an associate supervisor. Motion seconded by Plaughter. Motion carried.**

Junkins reported on being packed at the booth at the State fair. The kids really enjoyed spinning the wheel.

Cain reported the WVACD booth at the State fair won the spirit award this year.

Plaughter reported on the WVDA/WVCA working on a grant to help agriculture education in the State. It is apart of the GLCI program. The grant would have anywhere from \$100.00- \$300,000.00. The intent is to allow 14 districts have \$300,000.00 available for field days or pasture walks.

WVCA Report:

Teets had nothin more to report.

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

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

WFCD Report: Carlin reported on the equipment needing serviced before lime season takes off. Suan would work on the equipment and get it ready for lime season. Carlin also reported on a delinquent invoice she has had for a long time and wondered what the pleasure of the Board was on the invoice. She has gone through the policy for treating the invoice and has had no response. The Board suggesting having Melinda wipe the invoice off of the books.


Public Comments: none.

Conservation Agreements: There are no agreements present today.

Set Date of Next Meeting: The next meeting will be held on October 12th, 2022 at the Mount Clare USDA Service Center in Mount Clare, WV at 9a.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 District DC Report

September , 2022

Field Visits:

Planning Visits:

- Grazing/Grassland – 8
- Forestry/Wildlife – 6
- High Tunnel/Other - 3

Contract Implementation:

- 13 Field Visits for implementation and certification on existing contracts

2022 Fiscal Year Completed Practice Summary:

- High Tunnel: 2
- Forest Management Plan: 2 plan written
- Comprehensive Nutrient management Plan: 1 plan written
- Forest Stand Improvement: 47 acres
- Prescribed Grazing: 360 acres
- Brush Management: 49 acres
- Pasture and Hay Planting: 50.7 acres
- Fence: 10,624 feet
- Well: 1
- Pumping Plant: 1
- Watering Trough: 3
- Tree and Shrub Planting: 7.5 acres

Total Practice Installation payments total \$113,984 for FY 2022

2022 Contract Summary:

- This year West Fork NRCS staff has obligated 51 contracts worth approximately **\$1,171,641**

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 newly funded water system installations to assist producers on meeting Ag Enhancement deadlines. So far assistance has been provided to 5 Ag Enhancement Customers on watering system designs.



September Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

I think we had a great meeting and special thanks to our speakers, planners, and those who attended. Here is the link to the presentations: [District Supervisor Training \(wvca.us\)](http://www.wvca.us). Please be sure to share with anyone who may need the link. Also use what you can in any district training that you do. *The puzzle isn't going away so be sure to complete your piece at the next event.*

October Quarterly Meeting

The October meeting will be held at the Days Inn in Flatwoods. Committee meetings, memorial service, state RC&D meeting and Envirothon celebration will take place on Monday, October 17 with the quarterly meeting taking place on Tuesday, October 18, along with the awards and recognition luncheon. The executive and legislative committees will meet on Sunday evening and all are welcome to attend those.

The live auction will also take place so please send photographs and/or descriptions of your auction items to Mark Fitzsimmons, NPCD Supervisor. Please do this ASAP so items can be properly advertised!

WVCA will be providing lunch on Monday, October 17 for supervisors in a "lunch and learn" style with a topic of speaking with your legislators. ***It is very important that all attendees RSVP for this.*** Please use this link to register: <https://forms.gle/DAxx6EfeCA7isuw49>. For anyone who cannot use this link or would prefer to register directly with Heather Duncan, please do so by October 3rd. hduncan@wvca.us or (304) 433-6280

As a reminder, the room block for the meeting will end on October 6, 2022. All rooms are individual pay and there is no master bill to charge rooms to.

Here is the registration link for the Envirothon celebration: <https://conta.cc/3JSNuxG>

NACD News

The NE NACD meeting went very well in my opinion. Jon Bourdon, NRCS, Wayne McKeever, UOCD, and myself attended. A lot of networking and good conversations and sessions were held. Here is a [link to my report](#) and here is a [link to Wayne McKeever's report](#). Thank you to those who took time to take the survey prior to the meeting from NACD. The results were utilized to plan for a strategic plan for NACD and its partners. The action item that came from the session at the NE NACD meeting was: Communication/Marketing for Sustainable Funding. More information will be coming about continuing the development of this plan.

Training expenses are being covered for district employees on behalf of NRCS and NACD. For more information, please contact Heather. Information was also sent to the AS with information. Sept. 30 is the deadline and is first come, first served.

Nominations for NACD NE Regional board member and NE Region NACD representative are open until November 4th. Please contact Heather Duncan or Wayne McKeever for more information.

Board Meetings

I would like to come around to board meetings or other special events like banquet in person. Please remember to keep me up to date with your board meeting schedules and other special events. I am still trying to call into board meetings and stay as long as I am able when I can. If there are any meetings that you think I should be at, please let me know well ahead of time so I can try and make adequate plans to attend.

Reminders

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.

Upcoming Dates:

October 16-18, 2022: Fall Quarterly Meeting and Awards Luncheon, Days Inn, Flatwoods, WV

January 16, 2023: Conservation Day at the Capital

Area Meetings: Eastern: Wed, Oct 5, Western: Thurs, Oct 6, Central: Fri, Oct 7

- Please reach out to your area coordinator for more information.

WVACD Area Map



Area Coordinators

Central

Bill Harris

304 573 9457

bharris02@suddenlink.net

Western

Bob Buchanan

304 210 5206

grouseturkey@yahoo.com

Eastern

Lois Carr

304 567 3332

rlc@days@spruceknob.net



Conservation Specialist Report September 14, 2022

FY-23 AgEP

- See attached spreadsheets for a breakdown of unfunded and ineligible applications, active contract status, and funding summary.
- One application approval for lime. See agenda for more information.
- All contract agreements were completed that were approved during the August board meeting.
- Robin noticed an error in the Lime contracts toward the end of the contract submission deadline. The header on the document says FY-22 instead of FY-23. All contract terms are valid as far as we know. Management recommended keeping the original signed contract in the folders as well as requesting cooperators to sign a corrected contract.
- We are working on sending guidance documents as signed contracts have been received. NRCS staff in WFCB have been very supportive with providing technical assistance to folks approved for Watering Systems.
- Several folks have reached out to us to request a lime application rate adjustment. We are completing those as needed.
- Three completions to report. See agenda for more information. Which funds would you prefer using for HUAP's? We can use either AgEP or unused special project funding.
- Four unaccepted awards to report. See agenda for more information.

Other Announcements

- We attended a stream quality assessment training in Dry Fork, WV.
- I attended high tunnel training in Marion Co. – topics included soil health, late summer planting timing, insect identification, and high tunnel nutrient management.

Important Dates

- September 15, 2022 - State AgEP Committee meeting – 10:00AM in person (Elk Conservation District bldg.) or via Microsoft Teams.

FY-23 AgEP Completion Deadlines

- October 3, 2022 – Nutrient Management - fertilizer spreading.
- December 5, 2022 – Heavy Use Area, Lime, Nutrient Management (receipts), and Winter Grazing (stockpiling forages and fertilizer receipts).
- March 6, 2023 – Frost Seeding – seeding only
- May 01, 2023 – all Fence, and Frost Seeding (receipts)
- May 22, 2023 - Watering System, Hay Reseeding, and Pollination

WFCD - Summary of FY23 Unfunded Applications

<u>Application</u>	<u>Last Name</u>	<u>First Name</u>	<u>Practice</u>	<u>Eligible</u>	<u>Notes</u>	<u>Approval Status</u>
<u>Unaccepted Awards</u>						
Unaccepted	Cottrell	Paul "Andy"	Frost Seeding	Y	did not sign contract	Approved
Unaccepted	Stutler	Kermit	Lime	Y	did not sign contract	Approved
Unaccepted	Blake	Carolyn/Marvin	Pollination -Nuc	Y	did not sign contract	Approved
Unaccepted	Kerr	Kegan	Lime	Y	did not sign contract	Approved

<u>Ineligible Applications</u>						
Ineligible	Garton	Ethan	Hay Reseeding	N	Low K	n/a
Ineligible	Rhoades	Kevin	Hay Reseeding	N	Low pH	n/a
Ineligible	Balls	George "Ed"	Lime	N	no soil sample results	n/a
Ineligible	Lowther	William	Lime	N	high pH	n/a
Ineligible	Robinson	Anne	Lime	N	high pH	n/a
Ineligible	Balls	George "Ed"	Nutrient Management	N	no soil sample results	n/a
Ineligible	Kerr	Kegan	Nutrient Management	N	Low pH	n/a
Ineligible	Law	John	Nutrient Management	N	No P needed	n/a
Ineligible	Sabatelli	Donnie	Nutrient Management	N	low pH	n/a
Ineligible	Wolfe	Lynwood	Nutrient Management	N	high fertility	n/a
Ineligible	Boyd	Glenn	Pollination - Nuc	N	not a farm	n/a
Ineligible	Boyd	Glenn	Pollination - Plot	N	not a farm	n/a
Ineligible	Talbott	Mabel	Water Exclusion Fence	N	exceeds annual cap	n/a
Ineligible	Murray	Michael	Watering System -N/A	N	NRCS funded project	n/a
Ineligible	Garton	Ethan	Winter Grazing	N	low K	n/a
Ineligible	Haynes	Steve	Winter Grazing	N	low fertility	n/a
Ineligible	Lowther	Brian	Winter Grazing	N	no soil sample results	n/a
Ineligible	McCray	Jared	Winter Grazing	N	low K	n/a
Ineligible	Talbott	Mabel	Woodland Exclusion Fence	N	exceeds annual cap	n/a

Exceeds Annual Cap (number of applications)

3rd Practice	Detamore	Kenneth	Heavy Use Area Protection	Y	Ranked	n/a
3rd Practice	Gettings	Charlene	Heavy Use Area Protection	Y	Ranked	n/a


3rd practice	Wilmoth	Roger	Lime	Y	Ranked	n/a
3rd Practice	Sabatelli	Donnie	Pasture Division Fence	Y	ranked	n/a
3rd Practice	Gettings	Charlene	Winter Grazing	Y	Ranked	n/a
<u>Unfunded Applications</u>						
Ranked	Hawkins	Tom	Heavy Use Area Protection	Y		Unfunded
Ranked	Robinson	Anne	Heavy Use Area Protection	Y		Unfunded
Ranked	Ward	A. Creed	Heavy Use Area Protection	Y	WVCA Staff	Unfunded
Ranked	Ward Land and Cattle		Heavy Use Area Protection	Y	WVCA Staff	Unfunded
Ranked	Haynes	Steve	Lime	Y		Unfunded
Ranked	Law	John	Lime	Y		Unfunded
Ranked	Hitt	Ricky	Watering System - SD	Y		Unfunded

<u>Withdraw Application</u>						
Withdraw	Lowther	William	Hay Reseeding	n/a	low priority	n/a
Withdraw	Stout	Steve	Nutrient Management	n/a	high prices	n/a
Withdraw	Farm	PSP	Pasture Division Fence	n/a	not ready	n/a
Withdraw	Stark	Samuel	Watering System - n/a	n/a	waiting until a later time	n/a
Withdraw	Sprouse	Jonathon	Watering System - n/a (SD)	n/a	annual cap concerns	n/a

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

The West Fork Conservation District Board of Supervisors met on 9/14/22 and approved the following practices.

Name	Practice	Amount	\$Encumbered	Check #
D. Butcher	Lime	50 acres	\$3,750.00	
		Totaling	\$3,750.00	


James H. Foster
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 09/14/2022 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
R. Suan	Heavy Use Area	2,000 Ft2	\$2,500.00	1357
R. Suan	Hay Reseeding	21.02 Acres	\$1,051.00	1357
R. Wilmoth	Hay Reseeding	9.2 Acres	\$460.00	1358
S. Stark	Nutrient Management	20 Acres	\$847.26	
		Totaling	\$4,858.26	



 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 09/14/2022 and approved the following cancellation(s).

Name	Practice	Amount	Accrual	Check #
C. Blake	Pollination	\$200.00		
P. Cottrill	Frost Seeding	\$482.00		
K. Kerr	Lime	\$3,750.00		
K. Stutler	Lime	\$544.50		
	Totaling	\$4,976.50		


 Committee Chair



September 2022 WVCA Report

CDO Budget Expenditure Report for FY22

This report was due to Guthrie by September 1.

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.

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.

Remember, an agreement is necessary if you expect match dollars from WVCA. This is per state Auditor's requirements.

WVACD Fall Quarterly Meeting

October 17 and 18 Flatwoods Days Inn

There will be a brownbag lunch sponsored by WVCA on Monday, Oct. 17. The training will be "Getting Ready for the 2023 Legislative Session."

Conservation Budget Proposal for FY24

The WVCA has submitted a budget proposal for Fiscal Year 2024 that seeks \$1.6 million in new funding. This dollar amount comes from the information provided by the districts relating to unmet needs and new initiatives.

The WVCA has also asked for an additional \$55 million in this year's budget to provide the non-federal match for dam projects that would be funded under the federal Bipartisan Infrastructure Law.

**Draft District Reporting Policy - 30 day comment period closing

The policy below is for your review and feedback. The districts long-range plan and annual plan of work are defined in the draft policy below and not in 63-CSR-1 or 63-CSR-4.

DRAFT POLICY

STATE CONSERVATION COMMITTEE

UNIFORM DISTRICT REPORTING and INFORMATION REPORTING REQUIREMENTS

General

Scope: This policy establishes basic, uniform procedures and requirements for Conservation District reporting to the State Conservation Committee concerning annual reports and long-range plans of Conservation Districts.

In developing their long-range plans and annual reports, district supervisors shall consider the natural resource needs of the counties located within their district boundaries and the strategies and partnerships it will require to meet those needs.

Authority – W.Va. Code §19-21A-4(16);§19-21A-8(1););§19-21A-8(9).

Definitions

For purposes of this policy, the following definitions apply:

“Agency” or “West Virginia Conservation Agency” means the administrative agency of the State Conservation Committee, W.Va. Code §19-21A-4(e).

“Annual work plan” means an inspection of financial program activities of the past fiscal year, as well as a district’s planned events and activities during the fiscal year to support its five (5) year Long-Range Plan.

“Committee” or “State Conservation Committee” means the agency created in W.Va. Code §19-21A-4.

“Long-Range Plan” means the process of steps used to create a strategic plan to include at minimum five (5) goals for a Conservation District to achieve. It shall also include a plan for each goal on how the goal will be achieved.

“Supervisor” means one of the members of the governing body of a district, elected or appointed in accordance with W.Va. Code §19-21A-6.

Long-Range Plans

The SCC shall consider the Conservation Districts’ recommendations when developing or altering any criteria. Long-Range Plans shall be updated every five (5) years and shall include at least five (5) goals relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, use, water quality, disposal of water, and the preventative and control measures.

In developing its Long-Range Plan, a district shall, through public meetings, publications, and other means, seek information from cooperators, the general public, partnering agencies and other public or private organizations with similar interests and goals relating to the District’s resource needs.

Each district’s long-range plan shall include:

1. A list of Conservation District Supervisors, Conservation District staff, and any other support staff critical to district operations.
2. Cover basic financial reports and any activities that involved education and/or outreach to the public or participants in Conservation District programs or projects. These reports should also include how the activities benefit the district’s mission and/or goals.
3. A list of current natural resources in the district.
4. Projections of further natural resource needs in the district.
5. District priorities for various resource activities.
6. Timetables for current and anticipated district priorities.
7. Identification and information on coordinating with other governmental and non-governmental partners.
8. Steps that will be taken to train, educate and inform district supervisors on issues relating to conservation matters.
9. How the district intends to keep cooperators, the general public, partnering agencies and other public or private organizations with similar interests informed about district initiatives, activities, and programs.

Submission of long-range plans:

Each district shall submit its first long-range plan to the Agency’s executive director by June 30, 2023. Long-range plans shall be submitted every five (5) years thereafter.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Annual Work Plans

Annual Work Plans shall include anticipated programs and activities relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to the conservation, development, utilization, water quality, disposal of water, and the preventative and control measures. Annual Work Plans shall include information related to a district's efforts to implement its Long-Range Plan. The annual plan shall also include:

- Descriptions of district-sponsored programs and the outcomes for each program.
- Training and public outreach efforts undertaken during the year.
- The status of initiatives covered by the five (5) year plan.

Annual Work Plans shall be submitted by June 30 to the Agency's executive director.

The Agency's executive director shall review and approve or make recommendations to modify a district's submission. A report shall be submitted to the Committee at its July quarterly meeting.

Plan Distribution

Long-range and Annual work plans are official documents of each district and shall be distributed to federal, state, and local cooperating governmental agencies, non-government partners, the general public, non-governmental partners, cooperators, and others.

Distribution of the Long-range and Annual work plans may be accomplished via a district's newsletter, social media, or other electronic distribution and through print.

Public Meetings

Conservation Districts shall hold public meetings to conduct surveys, investigations, and research relating to the character of soil erosion, soil health, floodwater and sediment damage, and nonpoint source water pollution, and to conservation, development, utilization, water quality, disposal of water, and the preventative and control measures needed to publish the results of such surveys, investigations, or research, and to disseminate information concerning such preventative and control measures and works of improvement to the public. Such public meetings should be properly advertised in a district's newsletter, social media, and local newspaper of general circulation within the district. The advertisement shall state the purpose of the meeting and its time and location.

Public meetings and district outreach efforts shall be with the assistance of Conservation District staff where applicable and with the support and assistance of Agency staff.



*Administrative Specialist Report
West Fork Conservation District
September 2022*

FY 22 Audit: The FY22 Audit is taking place. So far everything has been good. Paperwork for signature is present today.

October Quarterly Meeting Registration: I have placed registration forms in your packets. Please sent these back to me before September 24th if you are planning to attend.

FY23 AgEP: All contracts for FY23 have been signed apart from 4 cancelations. A database is prepared today for your review. This is the FY23 WVCA database. Please keep this handy for your records moving forward.

Important Dates/Other:

Check processing is on September 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 September, I am in the office.

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

Rward@wvca.us
681-781-8373

