

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
October 12th, 2022**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the October Board of Supervisors meeting to order on Wednesday, October 12th, 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**  
   **Jim Roy, WVCA**  
   **Sigrid Teets, WVCA**  
   **Cindy Shreve, WVCA\***  
   **Jeremy Salyer, WVCA\***  
   **Cheryl Carlin, WFCD**  
   **Belva Junkins, WFCD**  
   **Barb Foster, WFCD**  
   **Dinah Hannah, WFCD**  
   **Rodney Dye, WFCD**  
   **Jennifer Friend, WVU Extension**

*\*(via teleconference)*

**Welcome and Introductions:** Chairman Coffindaffer welcomed Rodney as the new associate supervisor for Doddridge County.

**Agenda Approval:** Ward reported on needing to add the FY22 Audit to the agenda today. With the addition of the FY22 Audit added to the financials section of the agenda. **Foster/Plaughter. Motion carried. Approve today's agenda as amended.**

**Minutes:** With no additions made, the September 14th, 2022, minutes will stand approved as mailed. **Cain/McClain. Motion carried. Approve minutes.**

**Cooperating Agencies Report:**

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

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

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

**WVU Extension:** Friend reported on the Harrison County Livestock association having a successful first show and sale. She is working on having a beginner farmer series and

would like to have a representative speak at a meeting about the programs the District offers to farmers.

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

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

**FY22 Audit:** Ward reported on the FY22 audit report provided by Thornburg CPA.  
**Foster/Cronin. Motion carried. Approve and accept the FY22 audit.**

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

Randy Plaughner	\$605.25	
Jane Cain	\$2,456.65	
William Coffindaffer	\$1,203.75	
William McClain	\$389.38	
Larry Sponaugle	\$545.01	
James Foster	\$1,261.99	
Robert Suan	\$186.87	<i>Totaling \$6,348.90</i>
	<b><i>Total gross spent to date:</i></b>	<b><i>\$11,970.28</i></b>

**Plaughner moved to approve Supervisor's August Per Diem and Travel as presented and pending review from district accountant. Motion seconded by Suan. Motion carried.**

**Approval of Invoices and Payments:** Three invoices are present today for approval: FY22 Audit for \$3,200.00, City of Weston for \$3,525.00, Meadows Enterprises, LLC for \$24,750.00. **Plaughner/McClain. Motion carried. Approve invoices for payment.**

**Unfinished Business:**

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

Foster reported on the following payments:

- R. Wilmoth, HUA, 2,000 Ft<sup>2</sup>, \$2,500.00
- T. Stroupe, HUA, 2,000 Ft<sup>2</sup>, \$2,500.00
- W. Lowther, NM, 14.12 ac, \$564.00
- C. Gettings, NM, 20 ac, \$923.40
- R. Plaughner, Lime, 8.1 ac, \$607.50
- J. Mills, Lime, 13.36 ac, \$1,002.00
- J. Garrett, Lime, 50 ac, \$3,636.50
- K. Stutler, NM, 20 ac, \$1,200.00 totaling \$12,933.40

**McClain/Suan. Motion carried. With Plaughner recusing himself. Approve the agep payments.**

Foster reported on the following cancelation:

- S. Haynes, Lime, 42.70 ac, \$3,202.50.

**Plaughner/McClain. Motion carried. Approve cancelation.**

**OM&R Polk Creek & Salem Fork:** Roy reported the trash racks are completed and the mowing is completed on Polk Creek. The City of Salem is mowing the dams for a second time. Discussion was held on the amount of weeds on Polk Creek site #8, and what it would take to eradicate those weeds. Cronin and Suan would check with Bruce Loyd and come up with the best plan to spray the weeds.

**Dam Inspection Reports:** Fall inspections are scheduled. Polk Creek would be on October 20<sup>th</sup>, 2022 at 8 a.m. at the Pricetown Firehall. Salem Fork would be on October 25<sup>th</sup>, 2022 at 8 a.m. at the Gomart.

**New Business:**

**Office Assistant Hiring:** Ward reported on receiving several resumes for the position and thought it would be a good idea to assemble a hiring committee to review the resumes and work on the hiring of a new office assistant. Coffindaffer suggested the executive officers serve on the committee along with Dinah Hannah, and Steve Cronin.

**POW Review:** The Board reviewed the plan of work and made suggestions and updates to the current working plan.

**Board recessed at 10:18 a.m.**

**Board back to session at 10:37 a.m.**

**Correspondence**

Letter from Joe Manchin  
Envirothon Committee Meeting Minutes  
PVCD Awards Banquet Invite  
FY22 AgEP Annual Report

**Funding Request-** McClain reported on Bruce Loyd taking a livestock judging team to Louisville, KY in November. Bruce stressed the team would need funding for hotel stay. **McClain/ Sponaugle. Motion carried. Fund \$1,500.00 to the livestock judging team for their hotel expenses in Louisville, KY.**

**Letters of Request-** Ward reported on having one LOR for processing today. The CD Employee for JAS FY22 in the amount of \$5,220.49. **Plaughter/Foster. Motion carried. Approve and submit the LOR.**

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

**Board Member & Associate Supervisor Reports:**

Cain reported on the Wes Mon Ty meeting, and the tour Jim McDonald put on. The tour was highly emphasized on urban agriculture, and Cain felt it would be a great idea for WFCDD to use to get funding to Gilmer County for programs. Cain would like to see WFCDD adopt an urban ag program into the current AgEP.

Foster reported on the area III meeting, and how liquid lime and fertilizer were the topic of discussion of that meeting. LKCD wants to have a meeting about liquid lime and fertilizer at Mineral Wells. Discussion was held on the forestry competition and the interest in forestry declining among students. Foster would like to do something to increase the interest in youth regarding forestry.

Junkins reported on the Mayor of the City of Salem asking her to come and talk about the Salem Fork dams.

Plaughter reported on his current health status and commented he would be missing some upcoming meetings but is hopeful and looking forward to a speedy recovery.

Coffindaffer reported on a previous funding request from South Harrison Highschool regarding the meat processing lab. The lab is underway and looks like the project is going to happen. The Board would review this funding request at the November Board meeting.

**WVCA Report:**

Teets reported on Richard Law's heavy use payment for approval:

R. Law, HUA, 2,000 Ft2, \$2,500.00

**Foster/Suan. Motion carried. Approve payment.**

Foster questioned if an additional question could be added to the AgEP applications pertaining to cooperators wanting to participate in the conservation farmer award program.

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

Ward provided a paper report (*See attached*). Ward delivered her notice of resignation to the Board. Her last day with the Agency is October 31<sup>st</sup>, 2022.

**WFCD Report:** Carlin reported she is going to miss Robin and wished her the best in the future.


**Public Comments:** none.

**Conservation Agreements:** There are no agreements present today.


**Set Date of Next Meeting:** The next meeting will be held on November 9th, 2022 at the Mount Clare USDA Service Center in Mount Clare, WV at 10 a.m.

**Meeting adjourned at 11:21 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

October 12th, 2022 Board of Supervisors Meeting

Page 4

# **West Fork District DC Report**

October, 2022

## **Field Visits:**

### Planning Visits:

- Grazing/Grassland – 14
- Forestry/Wildlife – 8
- High Tunnel/Other - 5

### Contract Implementation:

- 12 Field Visits for implementation and certification on existing contracts

## **Completed Practices:**

- Clear Cut Forest Opening – 4.5 acres
- Micro Irrigation System – 1
- Fence – 3205 ft

**Total Practice Installation payments total \$10793 from Sept - Oct**

## **Field Office Work and Priorities**

- Staff in both offices have been providing technical assistance and following up with contract participants on practice installation.
- Planning visits are being scheduled with new producers/applicants
- Design assistance is being provided on newly funded water system installations to assist producers on meeting Ag Enhancement deadlines
- Current Program workload includes making CSP payments on our existing contracts and rolling over unfunded applications
- Carryover applications from FY2022
  - Gilmer – 5
  - Doddridge – 2
  - Harrison – 16
  - Lewis - 11

## **Upcoming Events**

WVACD Quarterly meeting Oct 17<sup>th</sup> – 18<sup>th</sup>

WV Woodland Stewards monthly meeting CSP presentation Oct 18<sup>th</sup>



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

The West Fork Conservation District Board of Supervisors met on 10/12/2022 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
R. Wilmoth	HUA	2,000 Ft2	\$2,500.00	
T. Stroupe	HUA	2,000 Ft2	\$2,500.00	
W. Lowther	NM	14.12 ac	\$564.00	
C. Gettings	NM	20 ac	\$923.40	
R. Plaughter	Lime	8.1 ac	\$607.50	
J. Mills	Lime	13.36 ac	\$1,002.00	
J. Garrett	Lime	50 ac	\$3,636.50	
K. Stutler	NM	20 ac	\$1,200.00	
		<b>Totaling</b>	<b>\$12,933.40</b>	

  
 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 10/12/2022 and approved the following cancellation(s).

Name	Practice	Amount	Accrual	Check #
S. Haynes	Lime	42.70 ac	\$3,202.50	
	<b>Totaling</b>	<b>\$3,202.50</b>		

  
Committee Chair







*Administrative Specialist Report  
West Fork Conservation District  
October 2022*

**FY 22 Audit:** The FY22 Audit is taking place. I have a phone call with Thornburg CPA this afternoon to discuss the closing of the audit.

**OM&R Fall Inspections:** Letters have gone out to the Salem Fork and Polk Creek dam monitors and landowners. The Polk Creek inspection is on 10/20/22 and the Salem Fork inspection is on 10/25/22.

**Important Dates/Other:**

Check processing is on October 14<sup>th</sup> and 31<sup>st</sup> this month. Randy, Bill Coffindaffer, please let me know what time you plan to come on those dates and if you cannot make it.

Not goodbye, but see you later. 😊

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



## Conservation Specialist Report October 12, 2022

### FY-23 AgEP

- Refer to attached spreadsheet for status updates.
- State AgEP Committee meeting was held on September 15<sup>th</sup>. AgEP timeline, new practice proposal form, and potential change for Urban Ag. and/or Pollination eligibility was reviewed and discussed.
- We are working on sending guidance documents as signed contracts have been received. NRCS staff in WFCD continue to be very supportive with providing technical assistance to folks approved for Watering Systems.
- We are continuing to calculate lime application rate adjustments as those are requested by cooperators.
- So far, we have received two waivers to be able to participate in AgEP next year. I have contacted everyone and am waiting to hear back from a few folks.

### FY23 AgEP Deadlines

- 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

### FY24 AgEP Important Dates

- November 15, 2022 - New for FY24 AgEP practice proposals and allocation formula suggestions due.
- January 31, 2023 – Deadline for program policy comments due.

### Training Attended

- Drone Training – September 29-30, 2022

### Meetings Attended

- State AgEP Committee Meeting – Teleconference – September 15, 2022
- Northern Basin Watersheds Gathering – Valley Falls, WV – September 26, 2022