

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 09th, 2022**

MINUTES

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Wednesday, November 9th, 2022, at 10:02 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:

- Jeremy Salyer, WVCA**
- Sigrid Teets, WVCA**
- Darien Bender, WVCA**
- Brandon Duckworth, NRCS**
- Cheryl Carlin, WFCD**
- Belva Junkins, WFCD**
- Rodney Dye, WFCD**
- Jim Roy, WVCA**

**(via teleconference)*

Welcome and Introductions: Chairman Coffindaffer welcomed and introduced the new WFCD Administrative Specialist, Dee Altman. Altman thanked the Chairman and told the Board she was happy to be assigned to West Fork. She expressed that she would do her best for the Board and urged the Board to contact her with any questions or concerns they may have.

Plaughter reported on his recovery from surgery.
A thank you card was present from Robin Ward for review.

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

Minutes: With no additions made, the October 12th, 2022, minutes will stand approved as mailed. **Cronin/ 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: No one present to report
WVACD Executive Director: *(See paper report)*

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

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

Randy Plaucher	\$963.88	
Jane Cain	\$593.50	
William Coffindaffer	\$586.87	
William McClain	\$346.25	
Larry Sponaugle	\$310.00	
James Foster	\$833.25	
Robert Suan	\$326.25	<i>Totaling \$3,960.00</i>
	<i>Total gross spent to date:</i>	<i>\$15,930.28</i>

Plaucher moved to approve Supervisor's September Per Diem and Travel as presented and pending review from district accountant. Cronin/Foster. Motion carried. Approve supervisor per diem and travel.

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 payments:

- T. Reed, HUA, 2,000 Ft², \$2,500.00
- N. McCloy, Lime, 25 acres, \$1,875.00
- S. Haynes, HUA, 2,000 Ft², \$2,500.00
- E. Stalnaker, Lime, 32.93 acres, \$2,391.75
- PSP Farm HUA, 2,000FT², \$2,500.00
- P. Cottrill, Lime, 17.29 acres, \$1,252.00 *totaling \$13,018.75*

McClain/Suan. Motion carried. Approve payments at presented.

Teets reported on dates for new practice proposals and deadlines are coming up for AgEP practices. New ideas on proposals should be directed to Teets. Teets passed out a report of how other districts handle urban Ag. She would bring more information to the next Board meeting.

OM&R Polk Creek & Salem Fork: Roy reported that the inspections are complete, and the dams look good. Roy also reported that he was recognized by the WVACD for the member at large award and thanked the Board for their nomination.

Dam Inspection Reports: No new report.

New Business:

Office Assistant Hiring: Altman passed out the minutes from the hiring committee meeting that was held on October 31st, 2022. The committee picked 4 individuals and an alternate for interviews to be held on November 16th, 2022. Discussion was held on interview questions.

CD Movement: Cain reported on calling the Harrison County Bank regarding the movement of the \$500,000.00 CD. The penalty for early withdrawal would be \$431.50. **Cronin moved to give authority to Coffindaffer and Cain to withdraw the \$500,000.00 CD from Harrison County Bank, deposit the CD into MVB as 4 different CDs, and pay the early withdrawal penalty. Motion seconded by Suan. Motion carried.** Coffindaffer and Cain would close the HCB CD on November 16th, 2022 and open the MVB CDs on November 28th, 2022.

District Christmas Party: Discussion was held on the District Christmas party. It would be held after the Board meeting in December, and it would be covered dish. Board members should tell Carlin what they plan to bring. The district would provide the ham and Junkins would prepare it.

Correspondence

Minutes Hiring Committee Meeting 10-31-22

Funding Request- none at this time

Letters of Request- none at this time

SPRP/EWP Project: no new report.

Board Member & Associate Supervisor Reports:

Foster reported the per diem rate for supervisors would be looked at in January 2023

Sponaule reported that there will be a meat processing facility in Gilmer County.

WVCA Report:

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

Salyer reported that Brian Farkas would be leaving on November 17th, and Jennifer Skaggs will be acting in his vacancy until that position is filled. He reports that budget requests have been submitted for 1.6 million with an additional request for 55 million for dam rehabilitation.

Altman reported on being happy to assist the West Fork Conservation District as the new Administrative Specialist.

WFCD Report: Carlin reported the newsletter is ready to be sent to the printer. Lime spreaders have been going out. She recommends having an education committee meeting

before she retires and when the new hire can be present to attend. The education committee will meet on December 2nd, 2022 at 10 a.m. Rodney Dye would like to be added to the education committee.

Public Comments: none.

Conservation Agreements: There are two conservation agreements present today for approval.

Laura McDuffie, Gilmer County, TBA acreage

Jason Vanhorn, Harrison County, 110 acres

Foster/Cronin. Motion carried. Approve conservation agreements.

Foster/Cronin. Motion carried. Go into executive session at 11:19 a.m.

Foster/ Suan. Motion carried. To back into session at 11:24 a.m.

Board members came back from executive session and the following action was taken.

Foster/Cain. Motion carried to offer Carlin a retirement bonus.

Set Date of Next Meeting: The next meeting will be held on December 14th, 2022, at 10 a.m. at the Mount Clare USDA Service Center. The Christmas party will be after the meeting.

Meeting adjourned at 11:25 a.m.

Respectfully submitted,

Jane Cain, Secretary

William Coffindaffer, Chairman

**Minutes Recorded by Dee Altman,
Administrative Assistant, WVCA/WFCD**

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

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

Name	Travel	Per Diem	Total
Randy Plaughter	323.88	640 ⁰⁰	963.88
Jane Cain	273.50	320 ⁰⁰	593.50
Bill Coffindaffer	266.87	320 ⁰⁰	586.87
Bill McClain	146.25	200 ⁰⁰	346.25
Larry Sponaugle	150.00	160.00	310.00
Jim Foster	433.25	400.00	833.25
Steve Cronin			
Bob Suan	86.25	240.00	326.25
TOTALS	1680 ⁰⁰	2280 ⁰⁰	3960 ⁰⁰

10/31/2022

Present for Committee Meeting: Bill Coffindaffer, Steve Cronin, Jim Foster, Robin Ward, Dee Altman, Cheryl Carlin, Randy Plaughner, Jane Cain, Darrah Hannan.

Supervisors reviewed the Resumes for Office Assistant position

7/8 Resumes

Wad Reported on the benefits she researched.

Position will be Five days a week, totaling 35 hours, hours to be worked 9 am- 4PM

Rate of Pay is set at \$15.00/HR

Budget= FY 23

19,000.00

12,000.00 comes from Agency

This position will have a six-month probationary period, after six months will receive Holiday's paid.

Committee decided to move the \$500,000.00 CD into 4 different CDs at the Rate of 4.6%

This is to be completed on 11/28/2022

Interviews are to be completed on 11/16/2022

Starting Time of 10AM-10:45 AM -11:30 – 12:15 PM

Jen Matheny 10 AM

Virginia Phillips 10:45 AM

Brandi Kelley 11:30AM

Carla Clayton 12:15 PM

ALT {Jennifer Mirc}

10/31/2022

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Virginia Phillips 10:45 AM

Brandi Kelley 11:30AM

Carla Clayton 12:15 PM

ALT {Jennifer Mirc}



November Board Report from Heather Duncan, WVACD Executive Director

October Quarterly Meeting

Thank you to those who attended the October quarterly meeting and congratulations to the award winners! Thank you also to those who helped make the event a success and to our partners for their continued support.

NACD News

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.

I am still awaiting guidance on the new NACD "Strengthening Grassroots Leadership & Capacity to Scale Climate-Smart Production Systems and Facilitate Historically Underserved Producers' Access to Markets." It will be another 4-6 months before we have exact guidelines for this grant from NACD. For a link of all climate smart commodity grants that are going to potentially service WV, please visit this link: [Partnerships for Climate-Smart Commodities Project Summaries | USDA](#)

Mercer Indigo Insurance, available through NACD, has open enrollment beginning soon. If you would like more information, please do not hesitate to contact me.

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 reach out to the governor's office regarding the \$55 million for rehabilitation work and the \$1.6 million to be added to the WVCA budget to support conservation efforts that were outlined by the districts.

Continue to make conversations with your legislators and be mindful of where they are located when sending letters and messages. While they are in session, use their session addresses and when they are home, use their home addresses to ensure that they are receiving your mail.

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:

January 15, 2023: Committee Meeting Updates in evening – Charleston Area (exact location TBD)

January 16, 2023: Conservation Day at the Capital

January 17, 2023: Quarterly Meeting in Charleston Area (exact location TBD)

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

- Please reach out to your area coordinator for more information

West Fork District DC Report

November, 2022

Field Visits:

Planning Visits:

- Grazing/Grassland – 10
- Forestry/Wildlife – 12
- High Tunnel/Other - 9

Contract Implementation:

- 16 Field Visits for implementation and certification on existing contracts

Completed Practices:

- CSP annual Payments – 4134 acres
- Prescribed Grazing – 51 acres
- Brush Management – 23 acres
- Watering System, with pipeline and trough – 1
- Fence – 2700 ft
- Tree Planting – 250 trees
- Wildlife Habitat Mgt. – 196 acres

Total Practice Installation payments total \$109525.00 from Oct. - Nov

Field Office Work and Priorities

- Planning visits are being scheduled with new producers/applicants
- Current Program workload includes making CSP payments on our existing contracts and rolling over unfunded applications and assisting other offices with CSP renewal contracting workload.
- Brandon Duckworth presented on the October 18th WV Woodland Steward group on the CSP Forestry Program
- Area Office staff completed annual quality assurance spot checks on both offices.

Upcoming Events

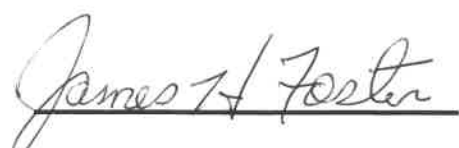
Starting November 20th, Brandon Duckworth will be covering this conservation district and the Mon CD while Dustin Adkins serves as Urban Ag Coordinator

Building Equitable Farmland Tenure for WV Farmers – December 5th – Online Event

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

The West Fork Conservation District Board of Supervisors met on 11/09/2022 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
N. McCloy	Lime	25 acres	\$1,875.00	1371
T. Reed	HUA	2,000 Ft2	\$2,500.00	1373
PSP Farm	HUA	2,000 Ft2	\$2,500.00	1375
S. Haynes	HUA	2,000 Ft2	\$2,500.00	1376
E. Stalaker	Lime	32.93 acres	\$2,391.75	1374
P Cottrill	Lime	17.29 Acres	\$1,252.00	1377
		Totaling	\$13,018.75	


Committee Chair