

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

April 12th, 2023

MINUTES

With a quorum being present, Chairman Coffindaffer called the April Board of Supervisors meeting to order on Wednesday, April 12th, 2023, at 9:03 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: Dee Altman, WVCA
 Jim Roy, WVCA
 Darin Bender, WVCA
 Jennifer Metheny WFCD
 Cheryl Carlin, WFCD
 Belva Junkins, WFCD
 Rodney Dye, WFCD
 Dan Elliott LKCD
 Bruce Loyd, WVU Extension
 Levi Cyphers WVCA
 Matt Harper WVCA

**(via teleconference)*

Pledge of Allegiance: Jim Foster

Welcome and Introductions: Chairman Coffindaffer welcomed Dan Elliott from Little Kanawha Conservation District.

Dan explained that Little Kanawha would like the opportunity to mow Polk creek dam this year.

Agenda Approval: Foster/Plaughter. Motion carried. Approve today's agenda as amended.

Minutes: With no additions made, the March 8, 2023, minutes will stand approved as mailed.

Foster/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: Bruce discussed the Stockman ship School Funding. He also stated they would be having a workshop on Dung Beetles again this year.

WVACD Executive Director: No Report

Financial Report: The WVCA financial reports for March 2023 are present today. The balance sheet and income statement from John Law CPA for March is present today. John Law CPA General and CDO account financials for March 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 February 2023

Randy Plaughner	\$754.11	
Jane Cain	\$1,072.40	
William Coffindaffer	\$595.19	
William McClain	\$117.99	
Larry Sponaugle	\$293.50	
James Foster	\$723.29	
Robert Suan	\$301.14	<i>Totaling \$3,857.62</i>
	<i>Total gross spent to date:</i>	<i>\$39,069.36</i>

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

Approval of Invoices and Payments: Two invoices are present today for approval: Doddridge Independent Ad \$60.00, and Stoltzfus \$364.55 **Plaughner/McClain. Motion carried. Approve invoices for payment.**

Unfinished Business:

Ag Enhancement Program: Darin stated she sent out reminders for completions with dates. Foster reported on the following payments:

Michael Murray, Frost Seeding, 8 Acres, \$176.67

McClain/Suan. Motion carried. Approved this agep payment.

OM&R Polk Creek & Salem Fork: Roy introduced Levi Cyphers, Levi stated the slip at Polk Creek will need a complete rebuild, along with new drainage. As the water is the cause of problems on this site. Levi handed out copies of drawings of the site for our review. He also stated the cost is estimated at \$ 213,000, this is an increase from \$170,00 according to Thrasher Engineering. This project is moving along very well and is on schedule for this year. This information will be forwarded on to damn safety. Levi stated he is hoping for a May 2nd showing date, then it will go out to bids. Bids will be due back for a bid opening date of May 24th, [2023. @ 10:00 AM.](#)

Plaughner made a motion for this to go out for bids, seconded by Sponaugle. Motion Carried. Will go out for bids.

Levi stated that we will need to complete an LOR to have enough funding, LOR will need to be for \$60,000 dollars.

Plaughner made a motion to submit Lor for \$60,000 for Polk Creek Dam, this was seconded by Sponaugle. Motion Carried. LOR to be submitted to WVCA. Roy reported the mowing at Polk creek will either go out for bid or give Little Kanawha District the opportunity to give us a not to exceed quote.

Sponaugle made a motion for the mowing to go to bid. No seconded. Motion failed.
Plaucher made a motion to give Little Kanawha district the opportunity to give us a do not exceed quote. This was seconded by Suan. Motion Carried.

Dam Inspection Reports: Roy reported everything is good.

Plan of Work: This will be discussed at the special board meeting on April 28,2023.

Slope Mower Lease: Plaucher / Foster motion made to sign lease agreement. Motion Carried.

Thrasher Engineering renewal: Move to Special Board Meeting

Administrative Agreement: Foster made a motion to approve the agreement, seconded by Cronin. Motion Carried. Administrative Agreement approved.

Board Recessed 10:00 am

Back in Session 10:15am

New Business:

Soil Sampler Pay: Foster made a motion to pay the Soil Sampler \$14.00/hr. plus travel, seconded by Plaucher Motion carried.

Building Lease: Plaucher made a motion to accept and approve a new building lease at \$1760.00 per month for a five-year contract. Seconded by Suan. Motion Carried.

Plaucher stated we need to send a letter to WVCA asking for half the rent, as it has increased in price. Plaucher made the motion; Suan seconded. Motion Carried Dee to send a letter to WVCA.

Policy Manual/ Employee Manual: Move to Special board meeting.

Destination Board Meetings:

June – Lewis County

July – Gilmer County

August- Doddridge County

Beef Expo: Jane explained we will be receiving a invoice for the booth at the expo.

McClain/ Foster motion to pay invoice upon arrival. Motion Carried.

Correspondence

Letter from WVU Soil Team

March 9,2023 AgEP Committee Meeting Minutes

March 23, 2023, Special Board Meeting Minutes

April 4,2023 Lease Agreement Meeting minutes

Plaucher /Foster motion to accept meeting minutes. Motion Carried.

Proposed CDO Budget:

Foster/ Made Motion to approve and submit, Plaucher seconded motion. Motion Carried.

Funding Request- No Request.

Letters of Request- Altman reported on having one LOR for processing today. The CD Employee for Jan, Feb, March FY23 Plaughter/Foster. **Motion carried. Approve and submit the LOR.**

SPRP/EWP Project: no new report.

Board Member & Associate Supervisor Reports:

Coffindaffer reported all AgEP programs have been approved for this year. Ranking questions numbers 6,7, and 8 have been removed from form. Definition of Farms to be handed out at next month's board meeting.

Jane Cain reported that the environ will be held at Berkey Springs next. Also, we only had three century farms this year. The Junior and Senior camps will be in June, we may want to think about sponsoring those. Master Gardeners need to be included in the newsletter.

Foster stated that we have a new Executive Director at the WVCA, Judith Lyons. He is looking forward to working with her, as she is all about cooperating with each district.

WVCA Report: Report attached.

WFCD Report: Jennifer Stated the Lime Spreaders are going out, and things are picking up.

Conservation Agreements:

Adam Cayton – Gilmer County

Set Date of Next Meeting: The next meeting will be held on May 10th, 2023, at the Mount Clare USDA Service Center in Mount Clare, WV at 9 a.m.

Foster made a motion to adjourn seconded by Cronin.

Meeting adjourned at 11:10 a.m.

Respectfully submitted,

Jane Cain, Secretary

William Coffindaffer, Chairman

Minutes Recorded by Dee Altman,

Administrative Specialist West Virginia Conservation Agency/

West Fork Conservation District