

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
June 14, 2023**

MINUTES

With a quorum being present, Chairman Coffindaffer called the June Board of Supervisors meeting to order on Wednesday, June 14th, 2023 at 9:00 a.m. at the Vandalia Community Center, 6421 Georgetown Road, in Vandalia, WV.

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

Others Present:

- Dee Altman, WVCA**
- Levi Cypher, WVCA**
- Jennifer Metheny, WFCD**
- Jacob Swentzel, WFCD**
- Cindy Shreve, WVCA**
- Darin Carson, WVCA**
- Don Whetzel, WVCA**
- Richard Law, NRCS**
- Cheryl Carlin, WFCD**
- Belva Junkins, WFCD**
- Barb Foster, WFCD**
- Kevin Britton, WFCD**
- Donnie Tenney, WVACD**
- Brandon Duckworth, NRCS**
- Jim Roy WVCA**

Welcome and Introductions: Chairman Coffindaffer welcomed Jacob Swentzel our new soil sampler for the summer.

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

Minutes: With no additions made, the May 10, 2023 minutes will stand approved as mailed. **Sponaugle/ Foster.** Motion carried. Approve minutes.

Cooperating Agencies Report:

NRCS: Duckworth presented 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 May 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 July:

Randy Plaughner	\$1,280.10	
Jane Cain	\$3,034.17	
William Coffindaffer	\$881.04	
William McClain	\$511.96	
Larry Sponaugle	\$911.24	
James Foster	\$3,135.80	
Robert Suan	\$597.44	<i>Totaling \$10,351.75</i>
	Total gross spent to date:	\$56,553.88

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

Approval of Invoices and Payments: Glenville Democrat Ad Soil Sampler \$ 13.25
Suan/ Foster Motion Carried

Unfinished Business:

Ag Enhancement Program:

Foster reported on the following approvals:

- Brian Lowther PDF 2,500 Ft \$ 3,114.00
- Donnie Sabatelli Water System \$ 1,800.00
- Jonathan Sprouse Well Development \$ 1,463.49
- Twila Reed Water System \$ 2,040.00
- Patsy Sabatelli PDF 1,700. Ft \$ 2,000.00
- Sidney McKinney Well Drilling 125ft. \$ 5,400.00
- Mabel Talbott PDF 3,184ft. \$ 5,000.00
- Mabel Talbott Spring Development \$ 2,040.00

Totaling \$ 22,857.49

McClain/Suan Approve the payments as presented. Motion Carried

Letter from Bethany Glaspell Requesting a wavier for not completing her Pollination Plot, due to family hardship. Altman read letter. **Plaughner made motion to grant waiver for FY 24, seconded by Spannagel. Motion Carried. Wavier granted.**

Carson stated WFCD will need a Special Board Meeting to approve the payment for: Cronin, Hitt and Glaspell. She also stated the cancellations totals were: \$ 4,400.00.

Plaughner /Cain made a motion to grant the AgEP Committee the right to Approve payments. Motion Carried.

OM&R Polk Creek & Salem Fork: Roy stated the mowing on Polk creek. Levi Cyphers stated the validation on is complete on Polk Creek 6 ASW. Plaughter / Suan made motion to acceptance the bid from Eastern Arrow of \$65,000.00 for 2023-05-02 OMR WFCD Polk Creek 6ASW Slip Repair. Motion Carried .Bid Accepted. Levi presented the proposed agreement with Thrasher Engineering. **Foster / McClain made motion to accept this agreement. Motion Carried.**

MOU Agreement between WVCA/ WFCD (MOU 1478-00-WFCD)
Foster /Suan made motion to accept and sign the agreement. Motion Carried.
Chairman Coffindaffer signed 6.14.2023.

Dam Inspection Reports: No new report.

Kevin Britton New Associate Supervisor: Plaughter /Cronin Made motion to accept as associate supervisor. Motion Carried.

Policy Manual
Employee Manual

Suan/ Cain Made motion to accept both manuals along with changes. Motion Carried.

Long Range Plan for June30th 2023. Suan/ Cain motion to accept and submit to state. Motion Carried.

Long Range 5year plan due to state by 6.30.2023. Foster/ Plaughter motion to accept and submit. Motion Carried.

Break at 10:28 AM
10:50 AM Reconvene

New Business:
Floats Suan/McClain made a motion to order new floats after the ones we have are sold. Motion Carried.

Fall Banquet: The banquet will be held at the Vandalia Community Center on September 26, 2023 Registration at 5:30 PM, Dinner at 6:00PM, Program at 7:00 PM.

WVCAD Dues: Sponaule/ Suan Made Motion to pay\$5,000.00 to WVCA Motion Carried Foster voted against.

Legislature Dinner: To be on Next Month's agenda.

Personnel: Coffindaffer stated its time for Jennifer's six month review, Bill, Jane ,Randy and Steve to meet with her on June 23,2023 @ 9:30AM

Board recessed at 10:24 a.m.

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

Correspondence Quarterly Reports (See Attached)

Funding Request- None Currently

Letters of Request-

Rent Share Agreement with WVCA July2023- June 2024 \$ 770.00 each Month.

Foster/ Cronin motion Carried. Submit LOR'S

SPRP/EWP Project: no new report.

Board Member & Associate Supervisor Reports: Cain reported we will have next meetings at Glenville Golf Club House in Glenville (Cain Requested all supervisors wear there Grey t-Shirts)

Cain also stated a dinner will be held at Jackson's Mills on July 22,2023 To inducted Jim Foster into the Agriculture Hall of Fame.

Belva Junkins Asks permission to attend the Quarterly Meeting, and State Fair.

Plaughter /McClain made motion to grant permission. Motion Carried.

Plaughter Stated the Grazing Conference is going to be held March 7,8,9, 2024.

Junkins stated she would like to help with the Grazing Conference. Plaughter made motion for her to help, Seconded by Foster. Motion Carried.

WVCA Report:

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

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

WFCD Report: Metheny stated sign-ups went well.

Public Comments: none.

Conservation Agreements:

Frymier, Clifford, Gilmer County

Gough, Grace, Harrison County

Steele, Tyler, Gilmer County

Robinson, Mary, Harrison County

Set Date of Next Meeting: The next meeting will be held on July 12,2023 @ Glenville Golf Club House in Glenville.@ 9:00 AM

Meeting adjourned at 11:46 AM
Respectfully submitted,

Jane Cain, Secretary

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



West Fork Conservation District
June 14th, 2023
Vandalia Community Center
6421 Georgetown Road
Vandalia, WV

9:00 A.M.

Call to Order

Pledge of Allegiance

Welcome and Introductions

M Approval of Agenda

D/M Approval of meeting minutes of May 10th Board Meeting

D Cooperating Agencies Report

- NRCS, FSA, Forestry, WVU Extension Service, WVACD Exec. Dir.

Financial Reports

M District Bookkeeper General & CDO Funds Report/WVCA Restricted Funds Report

M Supervisor Per Diem & Travel

M Approval of Invoices & Payments

D/M Glenville Democrat / Pathfinder Ad for Soil Sampler \$13.25

Unfinished Business

D/M AgEP Program

Payments:

Brian Lowther Pasture Division Fence 2,500 Ft \$3,114.00

Twila Reed Water System \$ 2,040.00

Patsy Sabatelli Pasture Division Fence 1,700 Ft \$2,000.00

Donnie Sabetelli Water System \$ 1,800.00

Mabel Talbott PDF \$5,000.00

Mabel Talbott Spring Development \$2,040.00

Jonathan Sprouse Well Dev. \$ 1,463.49

Sidney McKinney Well Drilling \$ 5,400.00

Letter: Bethany Glaspell

Cancellations: None Currently

D/M OM&R Polk Creek & Salem Fork

Acceptance of Eastern Arrow Bid of \$65,000.00 for Polk Creek ASW Slip Repair

D/M Dam Inspection Report

Unfinished Business:

Kevin Britton (New Associate)

D/M Policy Manual

Employee Manual

Long Range plan

New Business

D/M Floats

D/M Banquet

D/M WVACD FY 24 Annual Dues

D/M Legislature Annual Dinner

D/M Personnel



Correspondence: Quarterly Reports

D/M Funding Request: None Currently

D/M Letters of Request –

Rent Share Agreements with WVCA July 2023-June 2024 \$770.00

D/M SSRP/EWP Project-

D/M Board Member, Associate Supervisor, and Committee Reports

D WVCA/District Employee Report

- WVCA – Jeremy Salyer, Dee Altman
- WPCOG- Jennifer Metheny

D Public Comments

M Conservation Agreements

Frymier, Clifford- Gilmer County

Gough, Grace- Harrison County

Steele, Tyler, Gilmer County

Robinson, Mary, Harrison County

Set Date of Next Meeting July 12th, 2023- TBA Gilmer County

Adjournment

Upcoming Meetings and Programs:

June 16th & 30th, 2023- Check Processing Dates

D – Discussion

M – Possible Motion

*****Please Note there will be no access /call-in option for this month's meeting*****

Direction to Vandalia Community Center

Take I-79, to the Weston Exit (Exit 99)

As you exit I-79 you will travel slightly more than 2 ½ Miles on Route 33 East to Georgetown Road.

Turn right onto Georgetown Road (Hwy 15) at Horner.

At this intersection you will see the Horner United Methodist Church and the Horner Post Office.

Once you are on Georgetown Road you will travel 6.8 Miles.

Turn Left onto Skin Creek Road. You will see a community flower planter at the intersection.

Once you turn onto Skin Creek Road, the Vandalia Community Center will be less than ½ Mile on the right.

West Fork District DC Report

June, 2023

Payments:

- Tree Planting – 1 acre
- High Tunnel – 1
- Brush Management – 12.3 acres
- Structures for Wildlife – 3 acres
- Well and Pump – 1
- Irrigation Pipeline – 174 ft
- Waste Storage Facility – 1
- Heavy Use Area Protection -3720 sq ft
- Gutters and Downspouts – 160 ft
- Fence – 1330 ft
- Preheater For Maple - 1

Total Practice Installation payments total \$119,562

Field Office Priorities and News

Our predominate focus over the last month has been contracting.

○ **Obligated Contracts**

- Mount Clare Service Center – 8 Contracts Obligated
- Weston Service Center – 21 Contracts Obligated

Total value of 29 applications approved to date is \$489,339 in the West Fork District

In 2022 EQIP/AMA applications approved into contracts was 27 for the entire year

Field Office workload is shifting from the EQIP/AMA program to the CSP program.

○ **CSP Applications**

- Mount Clare Service Center – 8 applications
- Weston Service Center – 14 applications
 - **Statewide we ended up with 245 applications, exceeding our State Conservationist's goal of 200.**

CSP Timeline

- **July 14 -Assessment**
- **July 28 – Rankings Due**
- **September 1 – Contracts Obligated**

Upcoming Dates:

Field Staff will all be attending training in Ohio the week of July 17th – 21st.

I plan on being on annual leave from July 10th through July 21st.

If you all need anything, feel free to give me a call anytime. Here is my work cell:

Brandon Duckworth – Work Cell – 304-660-5681



June 2023 Board Report from Heather Duncan, WVACD Executive Director

July Quarterly Meeting

The July quarterly meeting will be held July 17-18 at Canaan Valley Resort and is hosted by PVCD. We are hoping to have an informal 'happy hour' Sunday evening on July 16th and it will give those who are coming in the night before a chance to mingle. The State Fair Committee will also meet. On Monday, we will have the committee meetings and then the afternoon will be a tour hosted by PVCD. Tuesday will be the quarterly meeting. Lodging reservations can be made at the following link: [Booking Link: https://www.canaanresort.com/book-now?pid=24037](https://www.canaanresort.com/book-now?pid=24037) Group Code: 10355T (Taxes can be taken off at check in for those booking with a P-Card or have a tax exempt form in hand). The room rate is \$99, plus taxes and fees. Please register for your room by June 17!

Registration for the meeting can be found here: <https://forms.gle/Sj3drRbc2WGayotJ9>. Please fill it out by July 3!!

Area Meetings

Please do not forget about the area meetings that meet quarterly, prior to the WVACD quarterly meetings. These meetings are designed to gather districts in similar regions to discuss important information prior to the quarterly meetings.

For information regarding your area meeting, please feel free to contact myself or your area meeting coordinator (information located in the WVACD quarterly newsletter).

NACD News

The NACD Annual Summer Fly In will be held in Bismarck, ND July 15-19. Registration is available on the NACD website for anyone interested in attending.

Per Diem Update

Still awaiting an update from the AG's office. Stay tuned ... still

NRCS Funding Ideas

NRCS is asking for ways to spend added IRA dollars in West Virginia. This is a perfect time to talk with your constituents about what their needs are. For more information, talk with your local NRCS staff.

Long Range Plans and Local Work Group Meetings

Districts should have their LWG and LRP meetings wrapped up at this point. A template for the LRP has already been sent out along with the presentation from the January quarterly meeting. Remember that this is a guidance document and while may seem daunting and difficult at first, should prove to be very valuable in planning the future of your district. Don't forget that the annual plan (one year plan) is due in June 2024 and should be a more detailed version of your LRP.

New Website

WVACD has a new website and can be found at www.wvacd.org. It is still very much a work in progress. If you have ideas for information or any photographs to be included, please let me know.

The latest quarterly meeting information is posted on the website. Please refer to the website for the latest information.
Quick link: <https://www.wvacd.org/quarterly-meetings/july-2023-meeting>

Upcoming Dates

- June 9 – Special SCC Meeting, 1 pm
- June 27 – Eastern Area Meeting at MCD 10 am
- June 29 – Western Area Meeting at LKCD 10 am
- June 30 – Central Area Meeting at CCD 10 am
- July 11 – State Conservation Committee Meeting
- July 17-18 – Summer Quarterly Meeting at Canaan Valley Resort
- October 16-17 – Fall Quarterly Meeting at Days Inn, Flatwoods

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

The West Fork Conservation District Board of Supervisors met on 06/14/2023 and approved the following payment(s).

Name	Practice	Amount	Payment	Check #
Brian Lowther	Pasture Division Fence	2,500 Ft	\$3,114.00	
Donnie Sabatelli	Water System		\$1,800.00	
Jonathan Sprouse	Well Development		\$1,463.49	
Twila reed	Water System		\$2,040.00	
Patsy Sabatelli	Pasture Division Fence	1,700 ft	\$2,000.00	
Sidney McKinney	Well Drilling	125 ft	\$5,400.00	
Mabel Talbott	Pasture Division Fence	3,184 Ft.	\$5,000.00	
Mabel Talbott	Spring Development		\$2,040.00	
		Totaling	\$22,857.49	



 Committee Chair

*Administrative Specialist Report
West Fork Conservation District
June 14, 2023*

AgEP: We have taken 105 Applications during this year's sign-up period May1-26,2023

WFCD Office: Working on gathering Audit information for the end of June.

Here is a list of the dates of Board Meetings:

July 12, 2023, To be Held in Gilmer County

August9.2023 To be Held in Doddridge County

September 07, 2023, ***Note Meeting being Held on THURSDAY***

October 11,2023

Noveember8,2023

December 13,2023

As always if you need me at any time feel free to call, text, or email me. 681-781-8373

Dhorner@wvca.us

**West Fork Conservation District
Board of Supervisors**

Chairman:
Bill Coffindaffer-
Harrison County

Vice Chairman:
Jim Foster-
Doddridge County

Secretary:
Jane Cain-
Gilmer County

Treasurer:
Randy Plaughter-
Doddridge County

Bill McClain-
Lewis County

Steve Cronin-
Lewis County

Bob Suan-
Harrison County

Larry Sponaugle-
Gilmer County

Associate Supervisors:
Dinah Hannah-
Lewis County

Belva Junkins-
Harrison County

Barbara Foster-
Doddridge County

Rodney Dye-
Doddridge County

District Manager:
Dee Altman

Conservation Specialist:
Sigrid Teets

West Fork Conservation District
87 Ollie Lane Suite 102
Mount Clare, WV 26408

Phone: 304-627-2160
E-mail: wfcd@wvca.us

WEST FORK CONSERVATION DISTRICT

EST. FEBRUARY 29, 1940

QUARTERLY REPORT

JANUARY-FEBRUARY-MARCH 2023

Administrative Activities:

- Financial Reports accepted and filed for Audit
- Funding for LKCD dinner meeting
- Approved Jim Stout Century Farm
- Approval to hire Cheryl Carlin as needed
- Approval to hire Summer Intern
- Approval to provide lunch for Grassland Contest
- Approval to change internet providers
- Approval for donation for WVU Soil Team
- LOR for CD Employee
- LOR for AUP Reimbursement
- December 2023 Supervisor Travel and Per Diem for \$3,785.26
- January 2023 Supervisor Travel and Per Diem for \$2,842.11
- February 2023 Supervisor Travel and Per Diem for \$6,565.48
- 1 FY 23 AgEP Payments totaling \$453.57

Projects:

Workshops/Meetings Attendance:

- Quarterly Meeting on January 16-17 2023
- AgEP Meeting March 9, 2023
- Budget Meeting March 15, 2023
- Woodland Field Day March 25, 2023
- Envirothon Training Day March 28, 2023
- WV State AgEP Committee Meetings
- Grazing Conference Meetings
- Watershed Committee Meeting
- Envirothon Committee Meetings
- WesMonTy RC&D Meetings
- Harrison County Farmland Protection Meetings
- Harrison County Farm Bureau Meetings

Other:



**West Fork Conservation District
Board of Supervisors**

Chairman:

Bill Coffindaffer-
Harrison County

Vice Chairman:

Jim Foster-
Doddridge County

Secretary:

Jane Cain-
Gilmer County

Treasurer:

Randy Plaughter-
Doddridge County

Bill McClain-
Lewis County

Steve Cronin-
Lewis County

Bob Suan-
Harrison County

Larry Sponaule-
Gilmer County

Associate Supervisors:

Dinah Hannah-
Lewis County

Belva Junkins-
Harrison County

Barbara Foster-
Doddridge County

Rodney Dye-
Doddridge County

District Manager:

Dee Altman

Conservation Specialist:

Sigrid Teets

West Fork Conservation District
87 Ollie Lane Suite 102
Mount Clare, WV 26408

Phone: 304-627-2160
E-mail: wfgcd@wvca.us

WEST FORK CONSERVATION DISTRICT
EST. FEBRUARY 29, 1940
QUARTERLY REPORT
OCTOBER-NOVEMBER-DECEMBER 2022

Administrative Activities:

- Financial Reports accepted and filed for Audit
- Approved FY 22 Audit
- Payments for FY 22 Audit, City of Weston, Meadows Enterprises LLC
- Approval to move CD from Harrison Co. Bank to MVB
- Motion to allow Chairman to sign OM&R statement of review
- Approval to order new water connector fittings
- LOR for January-June 2023 rent
- August 2022 Supervisor Travel and Per Diem for \$6,348.90
- September 2022 Supervisor Travel and Per Diem for \$3,960.00
- October 2022 Supervisor Travel and Per Diem for \$6,088.61
- 35 FY 23 AgEP Payments totaling \$69,375.65
- 5 FY 23 AgEP Cancellations totaling \$10,567.75
- 2 AgEP waiver requests totaling \$6,017.50

Projects:

- Polk Creek Dam Inspection on Oct. 20 2022
- Salem Fork Dam Inspection on Oct. 25 2022

Workshops/Meetings Attendance:

- WVACD Area Meeting on Oct. 5 2022
- State Conservation Committee Meeting on Oct. 11 2022
- Quarterly Meeting on Oct. 17-18 2022
- Employee Application Review Meeting on Oct. 31 2022
- Education Committee Meeting on Dec. 2 2022
- WV State AgEP Committee Meetings
- Grazing Conference Meetings
- Watershed Committee Meeting
- Envirothon Committee Meetings
- WesMonTy RC&D Meetings
- Harrison County Farmland Protection Meetings
- Harrison County Farm Bureau Meetings

Other:

- Approval of two (2) Cooperator Agreements for 110 acres



West Fork Conservation District Board Meeting

June 14, 2023

NAME	AGENCY
✓ 1. Bill G. Schneider	
✓ 2. Jim Ray	WVCA
✓ 3. Jason Cain	WFCD
✓ 4. Levi Cyphers	WVCA
✓ 5. William E. McLaw	WFCD
✓ 6. Larry Sprague	WFCD
✓ 7. Jennifer Metheny	WFCD
✓ 8. Cheryl Carlin	WFCD
✓ 9. Jacob Swentzel	WFCD
✓ 10. Darlan Carson	WVCA
✓ 11. KEVIN BRITTON	WVDA
✓ 12. Bob Swan	WFCD
✓ 13. Barb Foster	Assoc Sup WFCD
✓ 14. Jim Foster	WFCD
✓ 15. Randy Plaugher	WFCD
✓ 16. Donnie Eimer	WFCD
✓ 17. Brandon Duckworth	NRCS
✓ 18. Cindy Shreve	WVCA
✓ 19. Don Whetzel	WVCA
✓ 20. Belva Junkins	WFCD
✓ 21. Steve Cronin	WFCD
✓ 22. Richard Law	NRCS
✓ 23. Brandon Duckworth	NRCS
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