

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS**

July 12, 2023

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the July Board of Supervisors meeting to order on Wednesday, July 12th, 2023, at 9:02 a.m. at the Glenville Golf Clubhouse, 54 Sycamore Road Glenville, WV 26351

**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  
Don Whetzel, WVCA  
Richard Law, NRCS  
Belva Junkins, WFCD  
Barb Foster, WFCD  
Kevin Britton, WFCD  
Donnie Tenney, WVACD  
Brandon Duckworth, NRCS  
Jim Roy WVCA  
Drew Keller, NRCS  
Kaitlyn Jones, WVCA  
Belva Junkins, WFCD  
Jeremy Slayer, WVCA

**Pledge of Allegiance** – Led by Jim Foster

**Welcome and Introductions:** Chairman Coffindaffer welcomed Drew Keller NRCS, and Kaitlyn Jones Conservation Specialist.

**Agenda Approval:** With one addition to the agenda. **Foster/ Plaughter Motion carried. Approve today's agenda as presented.** Addition being a request for pizza/Snacks for the WV State Land Judging Contest on 7.13.2023.

**Minutes:** With no additions/ Corrections made, the June 14,2023 minutes will stand approved as mailed. **Sponaugle/ Foster. Motion carried. Approve minutes.**

**Approval of AgEP Committee Meeting Minutes 6/22/2023 Foster/ McClain Motion Carried**

**Approval of Personnel Committee Meeting Minutes 6/23/2023 Cronin/ McClain Motion Carried**

**Cooperating Agencies Report:**

**NRCS:** Law reported they are working on CSP Designs

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

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

**WVU Extension:** No one present to report.

**WVACD Executive Director:** (Report Attached)

**Financial Report:** The WVCA financial reports for June 2023 are present today.  
**Foster/Plaughter. Motion carried. Approve and file financials for audit.**

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

Randy Plaughter	\$762.11	
Jane Cain	\$867.00	
William Coffindaffer	\$1,241.47	
William McClain	\$117.99	
Larry Sponaugle	\$652.41	
James Foster	\$1,003.10	
Robert Suan	\$507.61	
		<i>Totaling \$5,151.89</i>
	<b>Total gross spent to date:</b>	<b>\$61,705.77</b>

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

**Approval of Invoices and Payments:** None

**Ag Enhancement Program:**

Cindy, Kaitlyn reported we had 104 applications for FY 2024, more than last year.

**Conservation Agreements:** Russell Randolph- 73 Acres Harrison County  
Plaughter/ McClain Motion Carried.

**OM&R Polk Creek & Salem Fork:** Roy reported that Little Kanawha is working on the mowing.

**Dam Inspection Reports:** No new report.

**Unfinished Business:**

Legislature Dinner- To be on next month's agenda.

**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.

**New Business:**

Harrison County Destination Meeting Suan/McClain motion Carried Harrison County Meeting will be held at the Johnstown Community Building October 11,2023.

**Audit FY 23:** Dee reported the audit it scheduled for August 7-8, 2023.

**Supervisors Pay/ Per Diem:** Cain moved to pay supervisors 150.00 per day, this was seconded by Larry Sponaule. Motion Carried Supervisors pay will increase from 80.00 per day to 150.00 per day, starting July 1<sup>st</sup>, 2023.

**Correspondence Quarterly** None

**Funding Request-** Jeff Skousen from WVU Soil Lab requested WFCD donate Pizza. Soda, Chips to the State Land Judging Contest being held at Steve Cronin's Farm on July 13,2023. **Plaugher/ Cain Motion Carried.**

**Letters of Request-**

FY24 O&M Polk Creek Channel \$5,450.00

FY24 O&M Polk Creek 1,4,5,6,7,8,9,13 \$43,600.00

FY24 O&M Salem Fork 9,11,11A,12,13,14,15 \$38,150.00

**Plaugher made motion to submit LOR'S. This was seconded by McClain. Motion Carried.**

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

**Board Member & Associate Supervisor Reports:**

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. Please make your reservations.

Jim Foster reported there were over 600 people at the FFA Convention in Ripley this year. Also, that a young man from Doddridge County was elected president of the state FFA.

**Personnel Committee:** Plaugher made a motion to accept the contract proposed from the personnel committee on Jennifer Metheny's vacation, sick days, and increase in pay. This was seconded by Suan. Motion Carried.

Salyer- Stated the State Committee meet on July 11,2023.  
Altman provided a paper report (*See attached*).

**WFCD Report:** Metheny no report

**Public Comments:** none.

**Set Date of Next Meeting:** The next meeting will be held on August 9,2023 @ Oxford Grange in Doddridge County @ 9AM

**Meeting adjourned at 10:25 AM**  
**Respectfully submitted,**

*Jane Cain*  
**Jane Cain, Secretary**

*William Coffindaffer*  
**William Coffindaffer, Chairman**

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