

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS**

August 09, 2023

Meeting Minutes

With a quorum being present, Chairman Coffindaffer called the August Board of Supervisors meeting to order on Wednesday, August 9th, 2023, at 9:11 a.m. at the Oxford Grange Hall, Oxford, WV.

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

Others Present: Dee Altman, WVCA
Judith Lyons, WVCA Executive Director
Jennifer Metheny, WFCD
Don Whetzel, WVCA
Richard Law, NRCS
Belva Junkins, WFCD
Barb Foster, WFCD
Kevin Britton, WFCD
Brandon Duckworth, NRCS
Robin Ward, FSA
Jim Roy WVCA
Belinda Withrow, WVCA
Kaitlyn Jones, WVCA
Belva Junkins, WFCD
Jeremy Slayer, WVCA
Bruce Loyd, WVU Extension

Pledge of Allegiance – Led by Jim Foster

Welcome and Introductions: Chairman Coffindaffer welcomed Judith Lyons Executive Director of WVCA, and Belinda Withrow, WVCA.

Agenda Approval: With one addition to the agenda. Foster/ Plaughter Motion carried. Approve today's agenda as presented.

Minutes: With no additions/ Corrections made, the July 12th, 2023 minutes will stand approved as mailed Cronin/. Sponaugle. Motion carried. Meeting Minutes Approved.

Cooperating Agencies Report:

NRCS: Brandon Duckworth Report (See Attached)

FSA: Ward reported grazing lands are at 13.00 acre.

Forestry: No one present to report.

WVU Extension: Bruce Loyd, reported July was a busy month with youth programs. State Dairy Show this coming weekend at Jackson's Mills.

WVACD Executive Director: Judith Lyons gave report on her vision with working with all districts and having good communications.

Financial Report: The WVCA financial reports for July 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 June 2023

Randy Plaughter \$635.74

Jane Cain \$945.60

William Coffindaffer \$780.08

William McClain \$201.27

Larry Sponaugle \$510.38

James Foster \$1,034.32

Robert Suan \$693.62

Totaling \$4,801.01

Total gross spent to date: \$66,506.78

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

Approval of Invoices and Payments: Plaughter made motion to pay invoices, Suan Seconded. Motion Carried.

Ag Enhancement Program:

Kaitlyn reported on Current Applications.

Conservation Agreements: Mick Heaster Doddridge County, Earnest Sheets, Doddridge County: Plaughter/ Suan Motion Carried to approve.

OM&R Polk Creek & Salem Fork: Roy reported that Little Kanawha has completed mowing. Polk Creek repair has started.

Dam Inspection Reports: Everything going well.

Unfinished Business:

Legislature Dinner- Died on Floor

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:

Carol Greene Nomination- Foster nominated Jane Cain, Seconded by Plaughner. Larry motion to close nominations/ Suan seconded. Motion Carried

Member at large Nomination: None

Honorary Member Nomination: None

Rookie Supervisor Nomination: Plaughner nominated Steve Cronin. Seconded by Foster. Larry made motion to close nominations, seconded by Jane. Motion Carried.

Grassland Farmer: Cole Williams Suan made a motion seconded by Plaughner, Motion Carried.

QuickBooks Subscription: Cronin made motion to approve the subscription at 55.00/Month. Seconded by Suan. Motion Carried.

Area Farm Tour: Coffindaffer stated a letter will be drafted and sent to the Stenger Farm.

Correspondence: None Currently

Funding Request: West Virginia Watershed Symposium \$200.00. Died On Floor

Letters of Request-

FY24 AgEP Allocation \$80,000.00 LOR ID # 14075

Plaughner made motion to submit LOR'S. This was seconded by Sponaugle. Motion Carried.

SPRP/EWP Project: Judith Stated she was going to try and get this back up and running, as part of her plan. Jeremy stated we are looking at funding, (Which is in Reserve). Foster stated we need to be working with the county commissions, and the 713U agreement.

Board Member & Associate Supervisor Reports:

Cain stated she attended the state fair and things were very different this year. Jane also stated she would like to see WFCD have a scrapbook that can be judged next July. Cain and Foster will work with Jennifer to complete. Jeremy stated the Dees will not have time to help.

Belva Reported that she attended a meeting, and the committee is starting work on next year's Envirothon. Foster stated that Art Mouser's wife had passed, and Dee sent flowers and thought the board should reimburse her at 10.00 each.

Salyer provided a paper report (See attached)

Altman provided a paper report (See attached).

WFCD Report: Metheny no report

Set Date of Next Meeting: September 7, 2023, at West Fork Office 9AM.

Meeting adjourned at 11:07 AM

Respectfully submitted,

Jane Cain, Secretary

William Coffindaffer, Chairman

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

AgEP Committee Meeting minutes for 9/5/2023

Present for Committee Meeting:

Steve Cronin, Jim Foster, Bill Coffindaffer *, William McClain, Dee Altman WVCA, Randy Plaugher, Bob Suan, Kaitlyn Jones, Cindy Shreve WVCA, Ben Heavner WVCA*, Justin Cook WVCA*, Jennifer Metheny WFCD, Larry Sponaugle WFCD.

Jim Foster chairman of AgEP committee called the meeting to order at 9:02 AM

Plaugher made motion to accept the agenda as presented. Seconded by Cronin. Motion Carried Agenda Approved.

Cindy Shreve presented Rankings/ Cost Share for all AgEP Applications for FY 2024. for AgEP Programs:

Plaugher made a motion to extend the deadline for Nutrient Management, and Lime until May 24,2024. This was seconded by Bill McClain. Motion Carried.

HUAP extensions will be on a needed basis.

Allocations of funds:

Plaugher made a motion to allocate \$90,000.00 dollars, this will be \$80,000.00 from WVCA, and \$10,000.00 from WFCD. This was seconded by McClain. Motion Carried.

List of Approvals to be reviewed at WFCD Board Meeting on 9/7/2023.

Suan/ Cronin motion to adjourn.

Jim Foster adjourned the meeting at 10:01 AM

West Fork District DC Report

September 2023

Payments:

- High Tunnel – 1
- Prescribed Grazing – 24 acres
- Watering Facility – 1
- Well and Pump – 2
- Pipeline – 350 ft
- Irrigation Water Mgt, 0.1 ac
- Waste Storage Facility – 1
- Heavy Use Area Protection -4120 sq ft
- Gutters and Downspouts – 160 ft
- Brush Mgt. – 4.5 acres

Total Practice Installation payments total \$125099

Field Office Priorities and News

Staff have focused time on completing obligations of contracts by the deadline date of 9/2/2023. The West Fork work unit met this deadline and completed our contract obligations for FY2023. We also provided assistance to our neighboring work units in the Mon District and the Tygart Valley District. Now that we have that task behind us, we're following up with customers behind schedule and working to get additional practices installed.

FY 2023 Obligation Summary:

- **52 new agreements for a value of \$1,095,960**
 - Doddridge – 2
 - Gilmer – 13
 - Harrison – 16
 - Lewis – 21
- For reference here are the last 3 years funding levels
 - 2022 – 51 agreements for \$1,162,867
 - 2021 – 25 agreements for \$395,888
 - 2020 – 22 agreements for \$253,461

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

West Fork Conservation District
Balance Sheet
August 31, 2023

ASSETS

Current Assets		
General Fund MVB 3532	\$	16.21
General Funds Harrison 0554		59,602.13
Harrison CDO Checking 0562		18,223.85
General Fund MVB CD 7019		99,850.00
General Fund MVB CD 4925		100,000.00
General Fund MVB CD 5229		100,000.00
General Fund MVB CD 5526		100,000.00
General Fund MVB CD 5823		100,000.00
General Fund MVB CD 7556		101,075.23
Water Supplies Inventory		<u>5,592.94</u>
Total Current Assets		684,360.36
Property and Equipment		
Fixed Assets		121,653.95
Accumulated Depreciation		<u>(92,269.21)</u>
Total Property and Equipment		29,384.74
Other Assets		
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>713,745.10</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Federal Payroll Taxes Payable	(\$	0.02)
SUTA Payable		23.95
Accounts Payable		<u>204.04</u>
Total Current Liabilities		227.97
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		227.97
Capital		
Fund Balance		708,381.66
Net Income		<u>5,135.47</u>
Total Capital		<u>713,517.13</u>
Total Liabilities & Capital	\$	<u><u>713,745.10</u></u>

No Assurance is Provided On Financial Statement

West Fork Conservation District
Income Statement
For the Two Months Ending August 31, 2023

	Current Month	Year to Date
Revenues		
WVCA Funding Revenue	\$ 0.00	\$ 19,000.00
District Supervisor-Supplement	0.00	18,775.00
Lime Spreader Rental	0.00	75.00
Water Supply Sales	268.29	445.91
Weed Wiper Rental	50.00	150.00
Forage Testing Income	<u>21.38</u>	<u>21.38</u>
 Total Revenues	 <u>339.67</u>	 <u>38,467.29</u>
 Cost of Sales		
Cost of Sales-Water Supplies	<u>252.62</u>	<u>422.62</u>
 Total Cost of Sales	 <u>252.62</u>	 <u>422.62</u>
 Gross Profit	 <u>87.05</u>	 <u>38,044.67</u>
 Expenses		
Depreciation Expense	769.37	1,538.74
Forage Testing Expenses	144.00	186.75
Copier Expenses	226.54	430.78
Postage Expense	198.00	198.00
Supplies - Office Expense	250.32	893.48
Travel Expense-District	0.00	178.01
Dam Maintenance	450.00	450.00
Dues & Subscriptions Expense	0.00	5,000.00
Insurance Expense	0.00	3.00
Office Rent Expense	1,970.00	3,510.00
Payroll - District Employee	2,862.00	5,409.00
Payroll - District Supervisor	3,210.00	6,670.00
Payroll - Conserv Tech	0.00	1,596.00
FICA - District Employee	218.94	413.79
FICA - District Supervisor	245.56	510.25
FICA - Conserv Tech	0.00	122.09
SUTA - Conserv Tech	0.00	23.94
Program-Banquet/Award	115.05	243.02
Program-Agricultural	450.00	1,157.45
Travel - District Supervisor	1,591.01	3,282.90
Travel - Conserv Tech	0.00	396.04
Utilities - Internet Expense	72.98	145.96
Accounting Expense	<u>550.00</u>	<u>550.00</u>
 Total Expenses	 <u>13,323.77</u>	 <u>32,909.20</u>
 Net Income	 <u><u>(\$ 13,236.72)</u></u>	 <u><u>\$ 5,135.47</u></u>

No Assurance is Provided On Financial Statement

West Fork Conservation District
General Funds Harrison Co. Checking Account
Financial Statement
August 2023

RECEIPTS

Date	Name	Amount
=====		
8/7/2023	Water supplies/Forage Testing/Weed wiper rent	\$ 173.30
8/14/2023	Forage Testing	\$ 21.38
8/15/2023	Water Supplies	\$ 11.88
8/16/2023	Water Supplies	\$ 83.18
8/18/2023	Water Supplies	<u>\$ 83.18</u>
	Total Receipts	\$ 372.92

DISBURSEMENTS

Date	Ck #	Name	Amount
8/15/2023	8520	Dannie Gum (Dam maintenance)	\$ 450.00
	8521	Voided Check	\$ -
	8522	Card Services Center (Staples-office supplies)	\$ 137.37
8/31/2023	8523	Card Services Center (Quill-office supplies/Postage stamps)	\$ 375.58
	8524	Cumberland Valley Analytical Services (Forage Testing)	\$ 144.00
	8525	KOMAX Business	<u>\$ 226.54</u>
		Total Disbursements	\$ 1,333.49

7/31/2023	Ending Balance	\$ 60,562.70
	Adjustments from prior month	
August	Receipts	<u>\$ 372.92</u>
		<u>\$ 60,935.62</u>
August	Disbursements	\$ 1,333.49
8/31/2023	Ending Balance	<u>\$ 59,602.13</u>

West Fork Conservation District
CDO Harrison Co. Checking Account
Financial Statement
August 2023

RECEIPTS

Date	Name	Amount
8/28/2023	June Rent	\$ 770.00
	Total Receipts	\$ 770.00

DISBURSEMENTS

Date	Ck #	Name	Amount
8/10/2023		Bastin Family Properties-Balance of July Rent	\$ 210.00
8/15/2023		Bastin Family Properties	\$ 1,760.00
	5691	Rebecca J Cain (pay)	\$ 548.72
	5692	William L. Coffindaffer (pay)	\$ 492.16
	5693	James H. Foster (pay)	\$ 500.16
	5694	William E. McClain (pay)	\$ 143.76
	5695	Randall R. Plaugher (pay)	\$ 373.25
	5696	Larry G. Sponaugle (pay)	\$ 330.23
	5697	Robert G. Suan (pay)	\$ 504.16
	5698	Randall R. Plaugher (reimb)	\$ 220.74
	5699	Rebecca J Cain (reimb)	\$ 340.60
	5700	William L. Coffindaffer (reimb)	\$ 220.08
	5701	William McClain (reimb)	\$ 41.27
	5702	Larry G. Sponaugle (reimb)	\$ 147.38
	5703	James H. Foster (reimb)	\$ 487.32
	5704	Robert G. Suan (reimb)	\$ 133.62
	5705	Jennifer R. Metheny (pay)	\$ 1,147.07
	5706	Card Services Center (State Land Judging Contest)	\$ 241.55
	5707	Encova Insurance (Workers Comp)	\$ 3.00
8/31/2023	5708	Jennifer R. Metheny (pay)	\$ 1,215.09
	5709	Oxford Grange (Board of Supervisor Meeting)	\$ 450.00
	5710	Charter Communication	\$ 72.98
	5711	WV State Tax Dept. (August State Withholdings)	\$ 154.00
	5712	Card Services Center (Fall Banquet invitations/decorations)	\$ 258.92
	5713	John E. Law CPA, A.C. (June Accounting)	\$ 550.00
	EFTPS	941 Federal Payroll Taxes for July	\$ 1,127.92
		Total Disbursements	\$ 11,673.98
Jul-23		Ending Balance	\$ 29,127.83
		Adjustment from Prior Month	
August		Receipts	\$ 770.00
			<u>\$ 29,897.83</u>
August		Disbursements	\$ 11,673.98
8/31/2023		Ending Balance	<u>\$ 18,223.85</u>



September 2023 WVCA Report

Agreed Procedures Engagement (Audit)

Conservation Districts are asked to begin the Agreed Procedures Engagement (APE) (audit) soon after the close of the fiscal year on June 30th. It is important that each district read their audit, and then take steps to correct any findings noted by the auditors. If your APE (audit) appointment has not been made, please do so ASAP. If you have questions, ask Kim or Jeremy.

Request to Conservation Districts

The WVCA is encouraging Conservation Districts to review and update their District Policy Manuals. Districts are also encouraged to review their CD Employee Manual (if you have one).

October Quarterly Meeting – Awards Program

- Presentation of Area and State awards will be held at the WVACD Awards and Recognition Luncheon on October 17. All County and District winners will be recognized at the local Conservation District annual banquets. Registration is due by September 25, 2023. All payments must be made via check marked payable to the West Virginia Awards Council or “WVCAC”. Your completed registration form is to be delivered to your AS. As soon as the AS receives your registration forms and checks, they will be scanned and mailed to Belinda Withrow. All forms and checks are to be received to her attention, at the Guthrie office no later than close of business on September 25.

District Operations Manager

The WVCA will return to having three areas instead of the current two in regard to district coverage. A starting date will be provided when available.

CDO Budget Expenditure Report for FY23

This report is due to Guthrie by September 1.

Ag Enhancement Program Timeline FY24timeline may be adjusted***

- July 1 - Start of Program Year
- July 15 – Deadline for DMs to close out database for previous FY
- July 31 - AgEP Newsletter (Annual Progress Report)
- July- State AgEP Committee Introductory meeting
- August 18 – Deadline for CDs to submit allocation formula proposals and new practices for upcoming FY program.
- September – State AgEP committee mid-year meeting to review proposals, new practices, and form subcommittee(s) if needed.
- October 31 - Deadline for CDs to submit additional program comments, including ranking criteria.

- November - Comments reviewed and forms revised.
- December - State AgEP committee meeting to finalize upcoming FY program.
- January - Presentation of upcoming FY AgEP to SCC
- May/June/July – CDs to finalize upcoming FY program, update AgEP agreement addendums, take action to approve LORs
- June 15 – Deadline for CDs submit final practice list to WVCA (CDs can submit final list any time after SCC approval of practice list)

Administrative Specialist Report
West Fork Conservation District
September 7th, 2023

AgEP:

AgEP Committee Meeting was held on September 5th, 2023.

WFCD Office:

Audit was on August 7-8 ,2023. Final Report pending from Lisa Thornberg, CPA.

I will be out of the office on September 12 & 13, 2023 for Training in Flatwoods. Also on October 24th, 2023, for training Guthrie.

Everything is in place for the upcoming banquet. Please let us know if you are planning on attending.

Approval/ Denial Letters will be going out hopefully Friday. Along with the contracts to be signed by the cooperators.

Here is a list of the dates of Board Meetings:

October 11,2023 *To Be Held at the Johnstown Community Center*****

Noveember8,2023 — 10:00 am

December 13,2023 (Christmas Party ?)

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

Dhorner@wvca.us