

WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 8th, 2023
UDSA Service Center
Mount Clare, WV
Meeting Minutes

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Wednesday, November 8th, 2023, at 9:55 a.m. at the UDSA Service Center ,Mount Clare, WV.

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

Others Present:

- Dee Altman, WVCA**
- Devon Kokoska, WVCA**
- Jennifer Metheny, WFCD**
- Don Whetzel, WVCA**
- Richard Law, NRCS**
- Belva Junkins, WFCD**
- Barb Foster, WFCD**
- Kevin Britton, WFCD**
- Chris Toothman, NRCS**
- Kaitlyn Jones, WVCA**
- Jimmy Simmons, WV Vets & Heros WVDA**
- Bruce Loyd, WVU Extension**
- Jim Roy, WVCA**
- Andrew Riffel WVCA***
- Jeremy Slayer, WVCA***
- Cindy Shreve, WVCA***

*** Denotes online Status.**

Pledge of Allegiance – Led by Jim Foster

Award: Jim Foster presented Steve Cronin with a plaque in honor of him being recognized as the rookie supervisor for WFCD.

Welcome and Introductions: Coffindaffer welcomed Jimmy Simmons from the WVDA Vets& Heroes.

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

Minutes: With no additions/ Corrections made, the October 11th,2023 minutes will stand approved as presented **Cain/ Plaughter. Motion carried. Meeting Minutes Approved.**

Cooperating Agencies Report:

NRCS: Chris Toothman stated not much going on right now. Deadline for approval is October 20th, 2023. (See Attached Report)

FSA: No one to report.

Forestry: No one present to report.

WVU Extension: Bruce Loyd reported the pasture walk will be held tomorrow at Richard Law's farm in Lost Creek. Women in Ag will be held on November 17&18, 2023. Jim Simmons stated there is funds available for Vets to attend agriculture training in the state.

WVACD Executive Director: Heather Duncan (See Attached Repot)

Financial Report: The WVCA financial reports for October 2023 are present today. **Foster/Suan. 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 September 2023

Randy Plaughner	\$1,329.69	
Jane Cain	\$1,595.63	
William Coffindaffer	\$1,032.96	
Larry Sponaule	\$788.41	
James Foster	\$605.38	
Robert Suan	\$856.78	<i>Totaling \$6,208.85</i>
<i>Total gross spent to date:</i>		<i>\$20,564.86</i>

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

Approval of Invoices and Payments: Foster made motion to pay invoices, Cronin Seconded. **Motion Carried.**

Ag Enhancement Program:

Jim Foster presented the following AgEP Payments

Willian Suan Lime 100 Tons \$2,500.00
William Suan NM 20 Acres \$ 1.742.58
Donald Butcher Lime 100 Tons \$2,500.00
Issac Maxwell HUAP \$2000 So Ft. \$2,150.00
ED Stalnaker Lime 96.77 Tons \$ 2,419.25
Tyler Steele HUAP 2000 Sq. Ft. \$ 2,500.00
Total \$13,821.83

Foster made a motion to pay, seconded by Plaughner Motion Carried. Bob Suan abstained from voting.

Katilyn Reported we had one cancelation:

David Mike UA, Bethany Glaspell UA, David Mike NUC, Anne Robinson NM, Regina Edgell HUAP, Audrey Burkett Water System. Totaling \$ 7,973.60

Approvals: Roger Wilmoth UA \$1,500.00, Robin Stark UA \$1,500.00, Roberta Hern NUC \$200.00, Donnie Sabatelli NM \$ 163.04, Julie Moore Lime \$2,500.00, Justin Brown Lime \$1.255.00, Patsy Sabatelli NM \$ 872.68

Totaling \$ 7,990.72

Plaughner made a motion to approve cancellations/Approvals, seconded by Suan. Motion Carried.

Conservation Agreements: None Currently

OM&R Polk Creek & Salem Fork: Jim Roy requested the board approve for Little Kanawha District to complete work on dams, not to exceed \$9,700.00 dollars.

Foster/ Plaughter. Motion Carried.

Dam Inspection Reports: Don Whetzel reported on Polk Creek / Salem Fork are today and tomorrow.

New Business:

Correspondence: None Currently

Funding Request: None Currently

Letters of Request- None Currently

Davin White Presented a questionnaire for the board to complete on our biggest accomplishment in 2023. What are our top priorities in 2024.

Christmas Party: Discussed will be held immediately after December Board on 12/13,2023.

SPRP/EWP Project:

Foster stated this is still in limbo.

Board Member & Associate Supervisor Reports:

WVCA Reports:

Devon Kokoska Stated he will be conducting spot checks on approximately 10% of the Ag Application. Also, we need to look at our Employee Manual for any changes or updates we would like to make. As well as the Policy Manual.

Altman provided a paper report (See attached).

WFCD Report: None

Set Date of Next Meeting: December 13th, 2023, at the Mount Clare Office at 10:00 AM.

Christmas Party after meeting.

Foster made a motion to adjourn, Seconded by Suan. Meeting Adjourned

Meeting adjourned at 11:00 AM

Respectfully submitted,

Jane Cain, Secretary

William Coffindaffer, Chairman

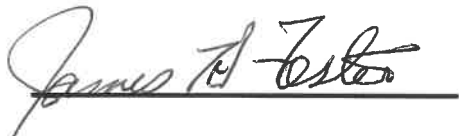
**Minutes Recorded by Dee Altman,
Administrative Specialist West Virginia Conservation Agency/
West Fork Conservation District.**

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

The West Fork Conservation District Board of Supervisors met on 11/08/2023 and Jim Foster reported on the following FY24 AgEP contracts for Payment.

Name	Practice	Amount	Totals
William Suan	Lime	100 Tons	\$2,500.00
William Suan	NM	20 Acres	\$1,742.58
Donald Butcher	Lime	100 Tons	\$2,500.00
Iassac Maxwell	HUAP	2000 Sq. Ft.	\$2,160.00
Ed Stalnaker	Lime	96.77 Tons	\$2,419.25
Tyler Steele	HUAP	2000 Sq. Ft	\$2,500.00
Total			\$13,821.83

*Denotes Supervisor



Committee Chair

West Fork District DC Report

November 2023

Payments:

Mount Clare and Weston field offices are processing CSP annual payments for FY2023, and focusing on FY2023 prescribed grazing certifications.

Field Office Priorities and News:

We are currently working on FY2024 applications for CSP, EQIP, and AMA. ACT Now fund pools are taking priority. ACT Now obligations within 60 days of application. Obligation for other round 1 applications outside of ACT Now fund pools expected around March 15th 2024. Doddridge County Extension is having an agricultural meeting on November 9th at 6 p.m. NRCS will be attending to discuss programs with participants. Pasture walk at Richard Law's on November 9th at 9 am.

- **CSP Applications:**

Mount Clare: 3 applications. 1 possibly in ACT Now fund pool (pending landowner decision)

Weston: 2 applications. 1 in ACT Now fund pool

- **EQIP Applications:**

Mount Clare: 21 applications. 3 in ACT Now fund pools

Weston: 31 applications. 7 in ACT Now fund pools

- **AMA Applications:**

Mount Clare: 8 high tunnel applications

Weston: 5 high tunnel applications

Staffing:

Christopher Toothman is the Acting District Conservationist for the West Fork District from 11/5/2023 – 12/30/2023. The District Conservationist position was posted on usajobs.gov and closed on 10/16/2023. Applications are still being reviewed.



November 2023 Board Report from Heather Duncan, WVACD Executive Director

District Travel Policy and Procedures

I HIGHLY encourage district boards to look at their current travel P&P manuals and make those solid. This is where it should be indicated what is and is not allowable for district expenses to be captured. This takes the added pressure from the treasurer/other board members on making personal decisions on what is an allowable or not allowable expense. Things to consider include: traveling outside of the county and district, visiting worksites where non-workers are not allowed, attending meetings that you would already attend, etc.

February Quarterly Meeting

The February Quarterly Meeting will be held on February 7th at WVSU (the same location as last year). Special thank you to Capitol CD who has arranged the facility and will be providing lunch. The following day will be Ag & Conservation Day at the Capitol. More information will be forthcoming in January for both events. Districts should be planning for Conservation Day and ordering any table supplies and other handouts needed. I highly recommend that districts look at their per diem days as well and formulate what the expected needs are for funding and the number of projected days. This is where looking at your recent Long Range Plan will help. It should also help in planning your Short Range Plan that is due this coming year. It will also help in talking with your legislators that you have shown the forethought into your planning efforts.

NACD Annual Meeting

The NACD Annual Meeting is fast approaching! It will be held in San Diego, CA February 10-14, 2024. More information can be found here: <https://www.nacdnet.org/news-and-events/annual-meeting/> Early bird registration ends December 22, 2023. This is a great way to network and to see what other districts are doing. I still believe that a supervisor should attend at least one annual and regional meeting with NACD. It's a great experience and opportunity!

Request for Quote Open

WVACD has posted a Request for Quote on their website for an Architect-Engineer. This is to evaluate and award Indefinite Delivery Indefinite Quantity (IDIQ) Architect-Engineer (A-E) services contract(s) for streams, flood prevention, earth and rock fill dams, and roller compacted concrete dams located in West Virginia. More information can be found on the WVACD website at: <https://www.wvacd.org/recent-news>. Be sure to look on the website for more information such as the recent financial training, newsletters, and district events.

Upcoming Dates

January 2, 2024: Eastern Area Meeting @ TVCD, 10 am
January 9, 2024: Awards Council and SCC Meeting
January 26, 2024: Central Area Meeting @ SCD, 10 am
January 31, 2024: Western Area Meeting @ LKCD, 10 am
February 7, 2024: Quarterly Meeting @ WVSU
February 8, 2024: Ag & Conservation Day at the Capitol

Administrative Specialist Report
West Fork Conservation District
November 08th, 2023

WFCD Office:

Plan of work dated June 14,2023, has been accepted.

Office will be closed the week of Thanksgiving. To allow Jennifer and I to enjoy our families.

Check Days this month November 15th, 30th, 2023.

December 13th, Christmas Party, Office Staff(Jennifer , Jim Roy, Kaitlyn and Dee) will provide ✓
the ham and a turkey.

Here is a list of the dates of Board Meetings:

December 13,2023 (Christmas Party?) 10 AM

January 10,2024 10AM

February 14,2024 10AM

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

Dhorner@wvca.us

November West Fork Board Meeting 11/8/2023

Visited Areas

Tyler Steele

Isaac Maxwell

Returned Receipts Verified Cost Share Amounts

- Tyler Steele, HUA \$2,500.00
- Ed Stalnaker, Lime \$2,419.25
- Isaac Maxwell, HUA 2,160.00
- Donald Butcher, HUA \$957.60
- Donald Butcher, Lime \$2,500.00
- Kevin Britton, Water System (have not been to site yet)