**WEST FORK CONSERVATION DISTRICT**

BOARD OF SUPERVISORS

December 13th, 2023

UDSA Service Center

Mount Clare, WV

Meeting Minutes

With a quorum being present, Chairman Coffindaffer called the December Board of Supervisors meeting to order on Wednesday,December 13th, 2023, at10:00 a.m. at the UDSA Service Center, Mount Clare, WV.

**Supervisors Present:** **William Coffindaffer** **Jane Cain**

**Steve Cronin Jim Foster**

**Randy Plaugher Robert Suan Bill McClain**

**Others Present: Dee Altman, WVCA**

**Devon Kokoska, WVCA**

**Jennifer Metheny, WFCD**

**Richard Law, NRCS**

**Belva Junkins, WFCD**

**Barb Foster, WFCD**

**Chris Toothman, NRCS**

**Kaitlyn Jones, WVCA**

**Bruce Loyd, WVU Extension**

**Jim Roy, WVCA**

**Dan Cooley DOF**

**Joel Barnosky, FSA**

**Martin Christ, Northern Basin Coordinator, WVDEP**

**Heather Duncan \***

**Larry Sponaugle \***

**Rodney Dye**

**Dinah Hannah**

**Drew Keller, NRCS**

**Lisa deGruyter, Guardians of the West Fork**

**Robert Helter, Guardians of the West Fork**

**Don Whetzel, WVCA**

**\* Denotes online Status.**

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

**Welcome and Introductions:** Coffindaffer welcomed **Martin Christ, Northern Basin Coordinator, WVDEP**

**Agenda Approval**. **Foster/ Plaugher Motion carried. Approve today’s agenda as presented.**

**Minutes:** With no additions/ Corrections made, the November 8th,2023 minutes will stand approved as presented **Cronin/ Foster. Motion carried. Meeting Minutes Approved.**

**Cooperating Agencies Report:**

**NRCS:** Chris Toothman (See Attached Report)

**FSA:** Joel Barnosky, FSA (See Attached Report)

**Forestry:** Dan Cooley

**Reported that logging jobs are the lowest he has seen in twenty years. He is hoping it will pick back up, Soon. OF has a new director Jeremy Jones from within the DOF**

**WVU Extension:** Bruce Loyd reported, on January 11th, 2024, there will be an education meeting at Jane Lew. Another Meeting will be held at West Milford on March 14,2024, both meetings starting at 6:30 PM.

**WVACD Executive Director:** Heather Duncan (See Attached Report) Heather stated the next quarterly meeting will be held on February 7,2024, also the state AG Day at the capitol will be held on February 8,2024, she would like to see each district have a table setup. (See Heather’s Email on the Smart Farms Grant Program, Attached)

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

**Supervisor Per Diem and Travel:** Treasurer Plaugher reported on the following.

Supervisor’s Per Diem and Travel expenses for the month of October 2023

Randy Plaugher $1,133.84

Jane Cain $1,735.62

William Coffindaffer $800.21

Larry Sponaugle $930.13

James Foster $1,735.02

Robert Suan $696.94 *Totaling $7,563.03*

***Total gross spent to date: $28,127.89***

**Plaugher moved to approve Supervisor’s October Per Diem and Travel as presented and pending review from district accountant. Motion seconded by Foster. Motion carried.**

**Approval of Invoices and Payments:** **No Invoices today**

**Ag Enhancement Program:**

Jim Foster presented the following AgEP Payments

Joseph McCue Lime 72.5 Tons $1,801.25

Joseph McCue NM $ 504.84

Phyllis Hinterer HUAP 2,000 Sq. Ft $ 2,500.00

Donnie Sabatelli Frost Seeding $631.20

**Plaugher made a motion to pay, seconded by McClain Motion Carried**.

**Cancellations/ Withdraws**- None Currently

**Conservation Agreements**:

Harrison County: Ty Noss

Doddridge County Kathleen Bailey 59.6 Acres

**OM&R Polk Creek & Salem Fork:** Jim Roy reported he received a quote from TVCD for work on Polk # 13 for $3,00.00(Not To Exceed Price). Plaugher made motion to approve /McClain seconded. Motion Approved. Roy stated the DEP paperwork has been signed by Bill Coffindaffer.

**Dam Inspection Reports:** Jim Roy stated that the inspection of Polk Creek was completed on Tuesday.

**New Business:**

**Correspondence:** None Currently

**Funding Request**: South Harrison High School/ Advertising request on Shirts No Motion

**Letters of Request-** None Currently

**SPRP/EWP Project: Foster reported still waiting.**

**Board Member & Associate Supervisor Reports:**

**WVCA Reports:**

**Devon Kokoska:**

Reminded the district Personal Plan is due February 2024, Also MCD has an opening for an AS position.

**WFCD Report:** None

**Set Date of Next Meeting: January 10th, 2024, at the Mount Clare Office at 10:00 AM**

Foster made motion to go into Executive Session at 11”15 AM Seconded by Plaugher.

11:20 AM Back from Executive Session.

Foster made a motion to grant Christmas bonuses to the two office employees of $ 300.00 each to Jennifer Metheny and Denita Altman. This was seconded by Steve Cronin. Motion Carried.

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

**Meeting adjourned at 11:21 AM**

**Respectfully submitted,**

**Jane Cain, Secretary**

**William Coffindaffer, Chairman**

**Minutes Recorded by Dee Altman,**

**Administrative Specialist West Virginia Conservation Agency/**

**West Fork Conservation District.**