

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
March 7th, 2017**

MINUTES

With a quorum being present, Chairman Coffindaffer called the March Board of Supervisors meeting to order on Tuesday, March 7th, 2017 at 9:00 a.m. at the USDA Service Center, Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: William Coffindaffer Jane Collins
 James Foster Steve Hannah
 Phil Osborne Larry Sponaugle
 Randy Plaughter Bill McClain

Others Present: Belva Junkins, WFCD
 Dinah Hannah, WFCD
 Jeremy Salyer, WVCA
 Robin Ward, WVCA
 Caleb Smith, WVCA
 Jeff Griffith, NRCS
 Cheryl Carlin, WFCD
 Bob Samples, Mayor Salem
 Bruce Loyd, WVU Extension
 Chuck Copeland, WV Div. Forestry

Welcome and Introductions: None at this time

Agenda Approval: With no additions or corrections to today's agenda, Plaughter/Foster. Motion carried to approve agenda.

Minutes: With no corrections or additions, the February 7th, 2017 minutes will stand approved as mailed. Foster/McClain. Chairman declared the minutes approved.

Financial Report: The financial reports for January and February are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for January is here today and Supervisors have a copy of it in their files. The report will be filed for audit. In addition to today's report is an extra balance sheet and income statement provided by John Law CPA for supervisor's review on the General and CDO accounts. **Financial reports will be filed for audit.**

Supervisor Per Diem and Travel: Treasurer Randy Plaughter reported on the following Supervisor's Per Diem and Travel expenses for the month of January:

Randy Plaughter	\$ 639.80	
Rebecca Jane Collins	\$ 348.78	
William Coffindaffer	\$ 290.16	
William McClain	\$ 179.16	
Philip Osborne	\$ 92.64	
Larry Sponaugle	\$ 196.50	
James Foster	\$ 1,313.16	
Richard Steve Hannah	\$ 269.34	<i>Totaling \$3,329.54</i>

Total gross spent to date: \$21,240.38

Plaughter moved to approve Supervisor's January Per Diem and Travel as presented. Motion seconded by McClain. Motion carried.

Approval of Invoices and Payments: There are two invoices here for payment. The Community Garden Project from Jane Lew Elementary for \$1,136.17, and SPRP site #7034 for \$2,497.20. **Hannah moved to accept the invoices for payment. Motion seconded by Foster. Motion carried.**

Unfinished Business:

Ag Enhancement Program:

Foster moved the following AgEP payments:

- C. Hinterer, PDF, 2,100 ft, \$3,360.00
- A.C. Ward, PDF, 2,500 ft, \$4,000.00
- J. Kirk, Wood EF, 1,360 ft, \$2,176.00
- D. Butcher, PDF, 2,270 ft, \$3,632.00
- D. Ball, PDF, 800 ft, \$1,280.00
- A.M. Ward, Water Dev., 1 Spring, \$1,200.00 *totaling \$15,648.00*

Foster moved the following AgEP cancelations:

- M. Benedum, PDF, 995 ft, \$1,592.00
- D. Light, PDF, 1,275 ft, \$2,040.00
- K. Wriston, PDF, 1,690 ft, \$2,704.00 *totaling \$6,336.00*

Foster/McClain payments and cancelations. Motion carried.

Caleb passed out a paper with the final financial figures of the close of the FY 17 fall sign up period. He explained the allocations, expenditures, and monies carried over for the next sign up period. The Board got confused over the figures, and could not understand why the District Financials out of Charleston did not match Caleb's figures. The Board felt that they possibly should not have transferred the \$20,000.00 into the AgEP account. Also, the Board was under the impression that the \$20,000.00 was going to be a slow release of funds as they needed it, and not a one-time transaction. Robin would work with Caleb, Jeremy, Jennifer, and Andrew Riffe to pinch figures and get a better financial work up for the Board on the AgEP funds.

Caleb reported that Ted Stout has completed his water system, and his project has yet to be inspected by the NRCS. With the NRCS being on a time constraint they have not had the time to inspect the project by the March 3rd deadline. **Plaughter moved to approve payment on Ted Stout's project pending inspection by the NRCS. Motion seconded by McClain. Motion carried.**

T. Stout, Water Dev., Pipe and Trough & Well Dev., \$2,500.00

OM&R Salem Fork & Polk Creek: Jim Roy is not present to report. The Mayor of Salem is present today. He reported on the mowing of the dams and commented that no one confronted him about extra expenses. He has recently purchased culverts, and the Board thought that there is an agreement present with the City of Salem for 50/50 cost share. Trash is present on some of the sites and needs to be removed. Jim Roy would need to be contacted to start to resolve this issue.

Field Day 2017: Osborne reported that he has been in contact with both speakers, and they are comfortable with the subject matter that the committee decided to cover at the last meeting. Melissa Garrett, and Mike Riffle are going to provide the meals for both the dinner on Friday, and the lunch on Saturday.

Calhoun Bank Maturity: With the interest rate being significantly low at Calhoun upon renewal of the \$500,000.00 CD, the Board put Foster in charge of shopping for higher interest rates. Foster reported on being in contact with Debbie Jaggie at MVB, and she could offer the following rates:

- 1.5% for 5 years
- .5% for 2 years
- 1.4% for 28 months
- 1% for 12 months

All rates are based on a max of having \$220,000.00 per CD. The CD matured on March 1st, 2017 at Calhoun Bank, and is currently in the 10-day grace period. If the Board does not move the CD with-in that period it will roll over, and they will face a 30-month interest fee for early withdrawal. Foster recommends to the Board that they purchase two \$200,000.00 CD's, and one \$100,000.00 CD at MVB. **Foster moved to close the CD at Calhoun. Motion seconded by Sponaugle. Motion carried. Hannah moved to purchase (2) two \$200,000.00 28-month CD's for 1.4%, and (1) one \$100,000.00 12-month CD for 1% at MVB. Motion seconded by Plaughter. Motion carried.**

The Board is not sure who is on the signature card at Calhoun to close the CD, and what materials are needed to close the CD. The Board took a 10-minute recess for Robin to get in contact with Calhoun Bank to see what is needed.

Board recess at 10:09 a.m.

Board back to session at 10:38 a.m.

Robin reported that Jane Collins, Bill Coffindaffer, and Jim Foster are on the signature cards at Calhoun Bank, and two signatures are needed on the original CD copy to close the account. She also reported on the way the Cornerstone CD was closed and transferred to MVB in December 2015, and provided the paper trail she kept to the Chairman. Robin recommended that the most efficient and easiest way to transfer the money from one bank to the other and avoid holding fees would be to take the cashier check provided by Calhoun Bank, and deposit it into the new CD at MVB, as they had done with the Cornerstone/MVB transaction in the past.

Dinah Hannah assured that the Cornerstone/ MVB transaction should not have been made that way as there was not enough of a paper trail to justify the transaction, and the CD at Cornerstone should have been closed and deposited into the District General account for the District Accountant to later process a check made to MVB. **Collins moved to place the cashier check totaling \$500,000.00 into the District general account, and for the District accountant to issue a check to MVB to open the new CD's. Motion seconded by McClain. Motion carried.**

The Chairman designated Steve Hannah, Jane Collins, and Randy Plaughter to join him in opening the CD's at MVB, and be on the signature card as well. They would meet at 10 a.m. on Monday, March 13th, 2017, at the office and go to MVB. He reported that he and Jane Collins would go to Calhoun today to close the account, and deposit the check into the General account at Harrison County Bank. Robin would meet Bill Coffindaffer at the Harrison County Bank to deposit the check.

Conservation Farmer: Collins reported on talking with Brian Farkas who said it may be a good idea to get in contact with Tim VanReenen to discuss ideas about changing the criteria of being a Conservation Farmer. Foster reported that at the last State Committee Meeting, they selected Hannah and Dr. Lewis to look at the criteria and report to VanReenen. The Board is to continue thinking of producers to select in their counties.

New Business

Engineering Contract: Robin reported that the engineering contract with CEC will be expiring in April 2017. She informed that the Board could renew for another 2 years, or bid out for a new engineering contract. **Foster moved to renew the current contract for another two years. Motion seconded by Collins. Motion carried.**

FY18 Budget Meeting: Robin reported that it was that time of year again, and the budget reports had to be turned in to the Agency by April 1st, 2017. The Budget and Finance Committee will meet on March 27th, 2017 at 9 a.m. at the District Office.

Calhoun Banks Interest Payments: Covered in the previous topic

FFA Teacher Luncheon: Collins had reported on behalf of the Education Committee last month and wanted to have a luncheon or meeting of some sort to get the FFA teachers more involved in our programs. Osborne is currently working on putting the

same kind of meeting together in Harrison County, and will report to Collins when he has a date selected so the teacher's in the other counties can be added to the same meeting.

Envirothon Registrations: Collins reported on a team from Gilmer/Calhoun county being put together. She informed the team that the District covered registrations for teams, and she is requesting that the Board consider sponsoring the team. In compliance with the current rule of the Conservation Districts, Districts may sponsor the envirothon committee, but not the teams directly. Cheryl commented that she has tried to be in contact with the team in Doddridge County to see if their registration has been paid, and she has not been successful with making contact. **Collins moved to pay full sponsorship up to \$1,200.00 for District Teams to attend the Envirothon. Motion seconded by Plaugher. Motion carried.** The Board will need to remember to have this as a budget item in the up-coming budget meeting.

Correspondence:

Harrison County Commission Letter- Foster suggested that there should be a follow up thank you letter to the Commission for their continued support.

Envirothon Minutes

Letter from Larry Williams Sr.

Funding Requests: Two funding requests are present today. One from the Harrison County Master Gardeners in the amount of \$200.00 for materials needed for their Spring Garden Clinic. **Osborne moved to fund the \$200.00. Motion seconded by McClain.** Motion carried. One funding request from the WVU Soils Team requesting \$200.00 for support to the state contest. **Hannah moved to fund the \$200.00 request. Motion seconded by Osborne. Motion carried.**

Letters of Request: There is one letter here today for the State Match O&M funds from the Harrison County Commission totaling \$7,000.00. **Foster moved to approve and send the LOR's. Motion seconded by McClain. Motion carried.**

SPRP/EWP Project: none to report

Board Member & Associate Supervisor Reports: Dinah Hannah reported on the CEC meeting that will be held at the District office on April 5th, 2017. She reported that she is holding on to the dues check until things get cleared up with their finances within the CEC. Dinah reported that she enjoyed Ag Day, and felt that the breakfast was great.

Randy reported that Doddridge County is putting money back into the Ag Department at the high school, and they will be hiring on a new Ag teacher. They are going to have more Ag classes, and be more active in Ag programs.

Hannah report that it was Lewis County's turn to have the Banquet this year, and Bill McClain's wife's CEOS would like to host the Banquet. The Banquet will be on October 19th, 2017 at the Vendalia Community Building in Weston, WV. The CEOS will provide the food.

NRCS: Jeff reported on ranking applications. The 2017 FCA request was for \$500,000.00 and funding levels have not been released yet. than a month. He reports that he needs to have a local work group meeting set up in the near future. The local work group will meet on April 13th, 2017 at the Quiet Dell United Methodist Church at 9 a.m. Belva and Cheryl will work in gathering refreshments. Gary has been out of the office in Glenville, and he is trying to cover the office as best as he can. Jeff commented that he does not have the time to provide technical assistance as he had in the past, and he wants the Board to be aware of the change and the need for help here in the West Fork office.

WVU Extension: Bruce reported on dates of the upcoming extension dinner meetings, Wardensville Bull Sale, Southern Bull Test, and the up-coming Beef Expo.

Forestry: Chuck provided paper report, and commented that the State contest has been moved back to September. There are bills in Charleston that could affect the Forestry department and he looks for changes to happen in the future.

WVCA Report: Caleb reported on working with Liberty's FFA, on plant ID for the Grassland Evaluation Contest. He is going to be in Tygarts a bit more in the up-coming weeks as he has farm visits to complete there. The Agency wants Caleb to attend a workshop in Charleston in two weeks, so he will be out of the office.

Jeremy reported on a new number for calls that have been directed to Morgantown for stream and water assistance. The new number is 304-872-4302. Staff should have stream and dam blockages reported to that number. Do not call Morgantown anymore.

Robin reported on advertisement for the Summer Soil Sampler position. In the past she has requested a letter of intent and resume from individuals reached by word of mouth. She is wondering how the Board would like for her to advertise for this position, and if they had someone in mind. The Board would like for Robin to advertise in the local papers, and email WVU extension, the WVU Davis College, and the District Vo Ag teachers about the opened position and have interested students submit a resume and letter of interest to the office by April 1st, 2017.

WFCD Report: Cheryl reported on receiving 5 scholarship applications for the WVACD. 3 applications are from Lincoln HS, 1 application is from Lewis County HS, and 1 application is from Notre Dame HS. She passed out the asset ID tags for the Board to take a look at, and handed Foster and Sponaugle their tags to take home and attach to the assets housed in their counties.

Conservation Agreements: There is one agreement for approval:

Jared Flesher, Lewis County, 70 acres

McClain/ Collins . Motion carried to approve Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on April 4th, 2017 at the Mount Clare USDA Service Center at 9:00 a.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
The Board Adjourned at 12:03 a.m.**