

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
April 2, 2013**

MINUTES

With a quorum being present, Chairman Foster called the April Board of Supervisors meeting to order on Tuesday, April 2, 2013 at 9:00 a.m. at the Hickory House Restaurant in Weston, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: Tim Butler	William Coffindaffer
Jane Collins	James Foster
Mary Lee Hines	Bernadette Law
Bill McClain	Randy Plaughter

Others Present: Herb Andrick, Natural Resources Conservation Service
Kim Fisher, WV Conservation Agency
Jeff Griffith, Natural Resources Conservation Service
Dinah Hannah, WV Conservation Agency
Belva Junkins, West Fork Conservation District
Bruce Loyd, WVU Extension Service
Andy Sentz, Natural Resources Conservation Service
Amy Sine, WV Conservation Agency
Jennifer Skaggs, WV Conservation Agency
Robin Ward, West Fork Conservation District
Thomas Wilsoncroft, WV Division of Forestry

Introductions: Jennifer Skaggs, WVCA, was introduced.

Agenda Approval: Coffindaffer/Plaughter motion carried to approve the agenda for today's meeting, April 2, 2013.

Public Comments: No one present to comment.

Minutes: Coffindaffer/Butler motion carried to approve the March 12, 2013 minutes as mailed.

Financial Report: The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report. The General and CDO funds report will be filed for audit. The accountant has also attached the Income Statement compared with the budget for both the General and CDO accounts. The

WVCA Year-to-Date Revenue and Expenditure Balance Report is also included in Supervisors packets for the WFCD through March FY2013.

Approval of Invoices & Payments: There were none at this time.

Unfinished Business

Committee Reports: The Budget Committee met last month where they worked on both, the General account and the CDO Grant fund accounts. Coffindaffer reviewed these two budgets with the group. **Coffindaffer/Plaugher motion carried to accept the budgets as approved for FY13-14 by the finance committee.**

Ag Enhancement Program: Jennifer Skaggs, WVCA AgEP Coordinator, updated the District on the AgEP program for the agency. The State AgEP committee met on March 19th and developed the following recommendations.

For FY14 funding allocation formula factors; the committee supports allocation formula using dollars approved and dollars paid (dollars paid weighted x 2) in determining CD allocations for FY14. As of 3/2013, the total AgEP budget is estimated to be \$880,000.

Activity from July 1, 2012 – June 28, 2013 will be included in formula allocations.

For Funding/LOR – The first cutoff will be May 31, 2013, with information due in the database no later than 4:00 p.m. on June 14, 2013. Jennifer will develop an activity report from information in the AgEP database and Sage. At the end of June and the beginning of July 2013, CDs will be asked to submit LOR based on 50% of projected allocation from the activity reports. The second cutoff is June 28, 2013, with information due in the database no later than 4:00 p.m. on July 12, 2013. Jennifer will develop the activity report from information in the AgEP database and Sage. At the end of July and the beginning of August 2013, CDs will be asked to submit LOR for corrective balance from the activity report.

Other recommendations from the committee are the following;

- Program committee recommends that AgEP funds should be used for BMP implementation, not for the CD purchase of equipment. If purchase of equipment is done, this amount will be excluded from AgEP allocation formula.
- Program committee recommends that CD obtain and document formulation of cost share rates (both percentage and flat rates) each year.
- Program committee recommends that field verification be done in order to verify practice completion. This can be done by CD supervisors, WVCA/CD staff and/or NRCS staff, depending on how the program is set up within a particular CD.
- Program committee recommends CDs evaluate the FY13 program and make adjustments for FY14.

Bill Coffindaffer, AgEP Committee Chairman, reported they had met today where they have approved the following practices in the form of a motion;

- Jerry Brake – Lime – 50 acres, encumber \$2,385.00
- Jerry Brake – Fertilizer – 20 acres, encumber \$800.00
- Donna Vavrek – Lime – 28 acres, encumber \$1,680.00
- John Westfall – Lime – 44 acres, encumber \$2,341.00

- Bill Turner – Lime – 22 acres, encumber \$1,271.00

The AgEP Committee has approved the following payments in the form of a motion;

- John Spiker – Pipeline and trough \$800.00
- Reginald Suan – Fertilizer - \$800.00
- Kevin Britton – Lime - \$1,966.00
- Robert Suan – Fertilizer - \$800.00
- Edison Law Jr. – Fertilizer - \$800.00
- Richard Law – Fertilizer - \$800.00

There is no second needed for the approvals and payments as presented by the committee.

Amy reported that Tim Kellerman was approved for AgEP, but has also been approved for the EQIP program for NRCS. We will need to cancel his contract in our program after we talk to him.

Coffindaffer made a motion that this District does not use AgEP monies to purchase equipment. McClain seconded. Motion carried.

Field Day Committee Report: The Field Day committee which consisted of Bruce, Jeff, Jim, Bill, Dinah, Amy and Robin, reported they met last week and reviewed the agenda coming up for the event. A block of rooms have been reserved at the Holiday Inn Express in Weston for Friday evening. Also, Jackson’s Mill lodge will have a block of rooms for Friday night. The dinner on Friday evening will begin at 6:30 p.m. with a presentation after dinner by Kit Pharo. The field day on Saturday will begin at 9:00 a.m. at the John Spiker farm. Matt Poore, Extension Specialist, is also being asked to be a part of the day. We would also like to have a demonstration of the no-till drill from Southern States. The next planning meeting for the field day will be on May 7 after the board meeting. John Spiker has been very helpful in the planning of the field day. The AgEP committee is looking to put some dollars into the extended grazing and stockpiling which is a big part of this field day.

2013 Conservation Farm Nominees/Set District Tour: County Conservation farms include Ed Garrett & Son Farm in Lewis County, Dwight & Tina Moore, Doddridge County and David Hill, Harrison County. The group decided on May 22 & 23 for the farm tour.

EOI – Expression of Interest for Engineering Services: There were four firms that submitted their Expression of Interest to the District. They were opened last week and include Tetra Tech in Fairmont, Civil Engineers Consultants in Bridgeport, CTL Engineering in Morgantown, and Stantec Consulting Services in Buckhannon. Gene Saurborn has requested the group review them, and let him know how many that you want to interview. The Water Resource Committee will interview all of these. **Plaughter moved that we interview the engineers on April 25 at the district office at 9:00 a.m. and it was seconded by Hines. Motion carried.**

“Hands on Ag” Program: At the last meeting, Amy was going to get with the principal at Robert L. Bland Middle School to discuss this program. Dinah and Bernadette had talked to the principal during the speech and poster contests who will work with us.

WFCD Scholarship Applicants: Several applications were received for the program this year. They included 2 in Doddridge County, 5 in Lewis County, 10 in Gilmer County and 32 in Harrison County. Bill and Belva have set their date for Harrison County. Jim and Randy have chosen their scholarship winner.

WVCA Audit Policy and Procedures Comment Period: Supervisors were provided a copy of this at the last meeting, and were asked to make comments by the end of last month. It will now be brought before the WVSCC for approval. There were no comments sent from this district.

AG Day at the Capitol Report: Jim and Jane were the only two Supervisors attending AG Day along with Dinah and Robin. A picture was published in the Weston Democrat showing Senator Facemire with staff. The attendance was down but there were several displays from the districts and WV Department of Agriculture.

New Business

District Road Sign: Chairman Foster noted that a sign needs to be purchased to be placed at the road coming up to our office. It should go under the USDA sign.

Coffindaffer moved that the District purchase a sign for up to \$250.00 with a committee of Dinah, Belva and Robin. Law seconded. Motion carried. It was noted that Joel Barnosky represents the USDA Service Center & we will need to include him.

Century Farm Applicants: There are a total of three, possibly four applicants for the Century Farm program. These include Albert & Carolyn & David Romine, Nelson Blake and Bill Randolph, all from Harrison County.

Strategic Plan for WVCA: Supervisors are being provided a copy of the final draft of the Strategic Plan for West Virginia Conservation activities. This plan started last fall with a series of scoping meetings that included agency staff, district supervisors and the State committee. The committee has met several times over the course of winter and the draft is representing that effort. This draft is being distributed for comments. The steering committee will then review comments made and then finalize. The acceptance/approval of the plan will be done at the July State Conservation Committee meeting. The goal is to make the Strategic Plan a working document that will be reviewed and updated every three years. Comments will need to be submitted to Brian Farkas by May 15.

Correspondence:

FY14 WVSCC/WVCA Appropriation request: Legislative brief for the watershed dams.
Brian Farkas, WVCA: Mike Worley has resigned effective March 29.

Joe Gumm, Appalachian Grazing Conference: Thank you for the sponsorship provided at the conference this year.

Harrison County Farm Bureau: Scholarship applications distributed for \$500.00.
Southern CD: Auction of equipment on April 6 in Beckley.

Funding Requests:

Letter of Request – FY13 CD Employee allocation - \$9,000.00. **Coffindaffer/Law motion carried to submit the LOR as requested by WVCA.**

WV Conservation Camp request: Alan Miller, WV Conservation Camp Secretary & Treasurer, requests an additional camper at \$185.00 from each of the 14 Conservation Districts. They have lost the Isaac Walton League foundation monies for the Junior Leader programs, and are searching for a sponsor to cover the cost which would be for nine campers. **Butler/Law motion carried to sponsor another camper for Sr. Conservation Camp at a cost of \$185.00.**

Board Member Reports: Tim reported the WV Envirothon will meet this coming Friday at the Wood Co. 4-H camp. The next time they will meet will be the day before the contest starts to help set up. Our Envirothon training was held last week. In Gilmer County, he will be giving the Samara test to the sixth graders. He will give the teachers a copy of test before the field day at Cedar Creek State Park on April 30. He will also give a copy of this to the presenters for their review at the field day. Is the board willing to give prize money for the Samara winners? The education committee will be meeting soon and decide at that time. **Butler moved that the first and second place winners in the samara program be awarded \$10.00 for first place and \$5.00 for second place along with the samara pin, ribbons and certificate and third place will get a samara pin. Collins seconded. Motion carried.** Jim reported on the Envirothon training last week at the Doddridge County Park. A total of 38 students were present along with the teachers. We had students also from Ritchie and Wood Counties. Jim reported on the lack of knowledge from supervisors regarding the WV legislature considering changes to Title 63 legislative rules and Chapter 19-21A of State Code. This is a procedure to remove elected officials from office and not from an appointed committee. Bill reports there will be a Grassland Contest on April 12 at 9:00 a.m. at the airstrip at Jackson's Mill. Bernadette reported on the Speech and Poster contest where it was a great success.

Report of Cooperating Agencies:

NRCS: Herb Andrick, NRCS, reported that for the first time that he can remember, they have a budget this early. On March 20, the Senate passed a continuing resolution to fund the federal government for the rest of the fiscal year. On March 21, the House of Representatives followed suit in approving the continuing resolution to fund the federal government through September 30, 2013. The continuing resolution passed by Congress applies a reduction of approximately 2.5% for a number of items within USDA's budget. In NRCS, this will be felt as a 2.7% cut in discretionary spending, while mandatory funds will not be cut beyond the 5% cut in the sequestration. NRCS staff in the North area has obligated over \$3 million of AMA and EQIP funds in the past two weeks. He gives special thanks to Andy, Jeff and their staff in this effort as they completed their contract folders early allowing area staff to complete reviews and obligate before. The Conservation Stewardship Program was funded in the continuing resolution, so expect a

sign-up announcement this spring for this program. Today, NRCS announced a second end of ranking period date of April 30, 2013 for the Wetland Reserve Program. A series of Nutrient Management training workshops will be held around the state next week. The workshop at Jackson's Mill will be April 12. NRCS and local sponsors will close the gate on the New Creek Site 14 rehabilitation project soon. This is the first dam in WV to have rehabilitation work completed and is the primary water supply for the City of Keyser. Andy Sentz, NRCS, reported on EQIP contracts. They completed all EQIP and AMA contracts that were allotted for 2013 so far. His report was distributed for Lewis/Gilmer Counties. Jeff Griffith, NRCS, reported a couple of meetings ago, that Dave Sweeny will be doing a report on Site 11A. The lower inlet on Site 11A is partially blocked and the pool is up 7.5 feet above normal. There is debris in the trash rack. The City of Salem said they will take care of it. We may need to do some work in the outlet channel. He reported they have ranked several GRP applications.

WVU Extension Service: Bruce Loyd reported they had the performance tested bull sales last week. He is working with students on the Stockmen's Contest that will be held during the Beef Expo.

Forestry: Thomas Wilsoncroft reported as a reminder we are still under the fire season. The burning season ends May 31. They are in good shape for the Forestry contest at Watters Smith State Park on June 12. This might be the only practice competition before the state contest.

WFCD: Robin reported she has a draft of the newsletter that she has been working on. The total for the speech & poster contests awards is \$4,000+. We need to look at setting a date for the Education Committee meeting. It was decided to hold it on May 2 at the office beginning at 9:00 a.m. in May.

WVCA: Dinah reports that we have received the \$4,000.00 for the audit reimbursement from the WVCA. It is being transferred from the receiving account today into the general checking account. The Beef Expo is April 12 in conjunction with the Grassland Contest. The Polk Creek and Salem Fork inspections are coming up on April 15 & 16. The Grazing Lands Steering committee meets on April 17. The WV Conservation Education Council will meet on April 24 at Camp Mahonegan.

Kim Fisher reported on the WVCA Conservation District Report for April. Another \$1.2 million dollar cut has been given to WVCA along with the Marlinton flood wall. She updated the district on the Sage financial software where it had been hacked. No information was hacked and none was transferred. The WVACD Quarterly meeting is next week at Pipestem. The WVSCC meeting is coming up April 16.

SPRP Program: As of now, there are no potential sites.

Conservation Agreements: The following Conservation Agreements have been received for new cooperators;

- William Robinson – Lewis County – 245 acres
- RaEtta Wentz – Harrison County – 181 acres

Coffindaffer/Plaugher motion carried to approve the Conservation Agreements for Robinson & Wentz.

The meeting adjourned at 11:45 a.m.

The Plan of Work meeting will be held after lunch today.

Set Date of Next Meeting: The next meeting is to be held on May 7, 2013 at the USDA Service Center, Mt. Clare, WV to begin at 9:00 a.m.

Respectfully submitted,

Bernadette Law, Secretary

Minutes Recorded by Dinah Hannah, Administrative Officer