

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
June 4, 2013**

MINUTES

With a quorum being present, Chairman Foster called the June Board of Supervisors meeting to order on Tuesday, June 4, 2013 at 9:00 a.m. at the Gilmer County Senior Citizens Center, Glenville, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: Tim Butler
 Jane Collins
 Mary Lee Hines
 Bill McClain

William Coffindaffer
James Foster
Bernadette Law
Randy Plaughter

Others Present: **Herb Andrick, Natural Resources Conservation Service**
 Chuck Copeland, WV Division of Forestry
 Kim Fisher, WV Conservation Agency
 Rebecca Flanagan, Natural Resources Conservation Service
 Jeff Griffith, Natural Resources Conservation Service
 Dinah Hannah, WV Conservation Agency
 Belva Junkins, West Fork Conservation District
 Amy Sine, WV Conservation Agency
 Robin Ward, West Fork Conservation District

Introductions: No one needed to be introduced.

Agenda Approval: Plaughter/Coffindaffer motion carried to approve the agenda for today's meeting, June 4, 2013.

Public Comments: No one present to comment.

Minutes: Coffindaffer/Hines motion carried to approve the May 7, 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 May FY2013.

Approval of Invoices & Payments: There were none submitted.

Unfinished Business

Committee Reports: The AgEP Committee met last month where they set new application practices and these were mailed to all Supervisors. The committee recommends these practices along with the applications. **Coffindaffer moved that the District adopt these new application forms for the AgEP program for fiscal year 13-14. No second was needed.** A draft copy of a new pamphlet was distributed for Supervisors approval for the AgEP program.

Ag Enhancement Program: Amy reported on the approvals for the AgEP program for this past month.

Bill Coffindaffer, AgEP Committee Chairman, reported they had met to approve payments and cancellations which are the following:

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

- Samuel Stark, fertilizer practice, 20 acres, encumbered \$800.00, check #1347
- Creed Ward, fertilizer practice, 20 acres, encumbered \$800.00, check #1341
- William Suan, fertilizer practice, 20 acres, encumbered \$800.00, check #1349
- Kencel Matheny, fertilizer practice, 20 acres, encumbered \$800.00, check #1343
- Michael Ford, fertilizer practice, 7.1 acres, encumbered \$284.00, check #1345
- William Coffindaffer, fertilizer practice, 20 acres, encumbered \$800.00, #1348
- Steve Hannah, Fence-965 feet, encumbered \$1,544.00, check #1346
- Jack Reed, Lime, 24 acres, encumbered \$541.56, check #1340
- John Westfall, Lime, 22 acres, encumbered \$1,346.07, check #1342
- Paul Winkie, Lime, 50 acres, encumbered \$888.12, check #1344
- Steve Hannah, 3 pipelines & troughs, encumbered \$1,999.13, check #1346
- Jack Reed, fertilizer practice, 20 acres, encumbered \$400.00, check #1340
- Mike Davis, fence – 195 ft., encumbered \$312.00, check #1358
- Mike Davis, pipeline & trough, encumbered \$617.60, check #1352
- Gloria Moon, well, encumbered \$1,500.00, check #1350
- Wayne Hinter, fertilizer, 20 acres, encumbered \$800.00, check #1351
- Nelson Blake, fertilizer, 20 acres, encumbered \$800.00, check #1354
- John Oliverio, pipeline & trough, encumbered \$800.00, check #1356
- Larry Jones, fertilizer, 8.5 acres, encumbered \$340.00, check #1357
- Dawn Ross, spring development, pipeline & trough, \$760.20, check #1362
- Joel Kirk, well & well development, encumbered \$2,350.00, check #1365
- Joel Kirk, division fence-1,130 ft., encumbered \$1,808.00, check #1365
- Isaac Maxwell, pipeline & trough, encumbered \$310.82, check #1363
- Michael Ford, division fence-895 ft., encumbered \$1,432.00, check #1355
- Rick Nutter, fertilizer, 15.6 acres, encumbered \$624.00, check #1345
- C.D. Cole, lime, 50 acres, encumbered \$3,948.00, check #1361
- Phil Osborne, division fence-2,468 ft., encumbered \$3,948.00, check #1366

- Quill Ward, division fence-1,180 ft., encumbered \$1,888.00, check #1359
- Quill Ward, spring development, encumbered \$783.64, check #1359
- Jerry Brake, fertilizer, 20 acres, encumbered \$800.00, check #1364
- Creed Ward, division fence-2,500 ft., encumbered \$4,000.00, check #1360
- Terry Washburn, well development, pipeline & trough, encumbered \$2,155.45, check #1367

This is for a total of \$39,507.42 in payments.

The AgEP committee reported on the following cancellations for the AgEP program in the form of a motion:

- ✓ Jean Moon, fertilizer, 20 acres, encumbered \$800.00
- ✓ Mendel Yoho, pipeline & trough, encumbered \$1,600.00
- ✓ Phil Osborne, pipeline & trough, encumbered \$800.00
- ✓ Michael Murray, fertilizer, 20 acres, encumbered \$800.00
- ✓ Joel Kirk, fertilizer, 20 acres, encumbered \$800.00
- ✓ Robert Francis, well development, pipeline & trough, encumbered \$2,300.00
- ✓ Ryan Shields, well & well development, encumbered \$3,000.00
- ✓ Steve DeBrular, pipeline & trough, encumbered \$800.00
- ✓ Jared McCray, pipeline & trough, encumbered \$1,600.00

This is for a total of \$13,300.00 in cancellations.

Amy distributed copies of the AgEP data base of what has been done this year. Total allocated is \$74,704.62 and total cancelled is \$13,300.00. The total paid is \$68,059.99. We should have more money held up for lime than we have paid out. Cooperators have 180 days to spread lime. With signups getting ready to start up again, do we want to revisit giving them a shorter time for getting their lime on the ground? A total of \$13,478.38 has been paid out for lime of \$84,183.00 that has been allocated. Amy is anticipating after talking to Jennifer Skaggs, that right now, the West Fork CD is looking at possibly getting \$75,000.00 for the next fiscal year. Sign up dates will need to be before July 1 especially for the stockpiling practice. Dates of June 10 & June 17 were discussed. **Coffindaffer made a motion to start signups for the AgEP program for the next fiscal year for stockpiling, fence and water on June 17 until July 31 and it was seconded by Plaughter. Motion carried.** Fertilizer and lime practices will be ongoing.

Field Day Update & Report: The Field Day committee updated the group on the event. Dominion will be giving \$1,000.00. Nationwide Insurance is also going to be a sponsor, along with Farm Credit. We could not meet with John Spiker on the farm on June 7. A date will be set soon for the farm visit.

Conservation Farm Tour: The farms were toured on May 23. The District winner for this year is the Garrett & Son Farms in Lewis County. The next round of judging will be the week of July 22 with the area tour. Rebecca reports the Garrett family sends their gratitude in being recognized as the District winner. Kim reports the tour may be July 23.

Review of Partnership Plan of Work (FY12-13): Supervisors reviewed the plan for this last quarter. The new plan will be distributed at the July meeting.

Audit – Suttle & Stalnaker – Year ended June 30, 2012: The District had sent a letter to Suttle & Stalnaker in regards to the audit in which they had not addressed several items that we had complied with in regards to segregation of duties. They have since sent an answer and would like to have back the copies of the old audits from Supervisors.

New Business

Project Contracts Policy and Procedures – WVCA & WVSCC: Supervisors have a copy of this document to review. Comments will need to be sent in by the end of the month.

Doddridge County Gold Envirothon Team: The Doddridge County Gold Envirothon team will be going to Montana to compete at the North American Canon Envirothon in July. This will be put on the next agenda to discuss funding.

Fertilizer Spreader: The AgEP committee had discussed the District purchasing a 3 point hitch fertilizer spreader for the cooperators to rent. The fertilizer practice went very well during this year's AgEP program. It looks like one could be purchased for around \$500.00. It would be strictly be used for the fertilizer program. **Coffindaffer moved that the District purchase a plastic fertilizer spreader for the district cooperators to rent. It was seconded by Law. Motion carried.** The committee will work on recommending a rental price and deposit for the spreader.

Soil sampler for the summer: The District had a soil sampler last year who had worked out very well. The AgEP committee discussed hiring someone during their meeting. We will meet with candidates who may be interested and then hire someone from that group if they qualify.

Fall Banquet: The banquet will be held in Lewis County this year. Bernadette has spoke to Jackson's Mill and has two dates in mind. They are October 3 & October 17. The banquet menu has been sent and the cost of roast beef is \$13.75 per guest. Dinah and Bernadette will secure the site and date.

Policy Manual Amendment: There are two amendments to our policy manual that need to be added. #1Page 1 of 11 Section C Paragraph 1 add (2) An Associate Supervisor may act as a designated representative in the authorized absence of a District Supervisor which do not require board action or funding. (I.E.) Conservation Farm Tours, Pasture Walk, Century Farms, Beef Expo. The absent Supervisor may request an Associate Supervisor vote for them or request no one to vote for them. #2Under page 2 of 11A. Fiscal/Financial Policy #1a. add the District Administrative Officer is authorized through board policy, proper documentation, and with the approval of the applicable committees to immediately pay all invoices and to accept new contracts with District Cooperators. The committee chairperson shall prepare a detailed list of all payments showing name,

check number and amount paid. New contracts with cooperators will show types of assistance requested, number of acres, cost and the amount of funds encumbered. These documents will be presented at the next scheduled board meeting, to be included in the minutes. **Butler made a motion for the District to approve these changes to the District Policy Manual and it was seconded by McClain. Motion carried.**

WV Agri-Women: It was reported that this group met for the first time in April where they elected officers and had a by-law committee appointed. The group met again last week where they approved their by-laws and set the dues structure. They will need an organization to act as their fiscal agent until they get their 501-C-3 back and are incorporated. It could be 9 months to 14 months. Jim reports we can get an FEIN number just by calling in a couple of weeks.

Financial Statements Policy and Procedures: In this WVCA procedure, there are two new reports: Combined Balance Sheet and Combined Statement of Revenues and Expenditures. Required financial statements/reports shall be presented to the board for their approval to be filed for audit. Optional reports may be used by the districts as additional tools in the management of the district's fiscal operations. However, they are not required. Please submit any comments by June 28, 2013.

Correspondence:

WVACD Minutes for January 2013 & April 2013: Approved January & draft April 2013. Cornerstone Bank – Maturity notice for CD for \$140,874.87. The rate will be 1.10% for renewal. **Law/Coffindaffer motion carried to roll the CD at Cornerstone Bank over for a one year term.**

Elk CD Picnic – June 25, 2013 at the Nicholas County Park.

Tygarts Valley CD Field Day – June 15, 2013 at the WVDA Huttonsville farm.

Funding Requests: NRCS has received a congressional letter from Senator Manchin regarding a homeowner who is having flooding in Anmoore. Jeff looked at the site last Thursday where he evaluated the stream above the Carbon plant. A restriction is there in front of the culvert. Downstream of the culvert there are more issues. Sedimentation continues there. He cannot make eligibility for the state's program. Someone from WVCA was going to be looking at the site soon. NRCS does not have funding to address this need.

Letter of Request: Dinah reported that the District has received a check from the City of Weston for \$4,000.00 for the Polk Creek O & M cost share. **Butler/Coffindaffer motion carried to send an LOR to WVCA for \$4,000.00 for Polk Creek O & M cost share matching.** Jim reported on attending the county commission meeting last week in Clarksburg where Bill, Dinah and Brian Farkas also attended.

Board Member Reports: Jim reports that he and Dinah attended a Gas Conference at the Bridgeport Conference Center a couple of weeks ago. It was a very good program. He noted that the Grassland winners from Ravenswood have left this week to attend the National Grassland Contest in Missouri.

Report of Cooperating Agencies: Herb Andrick, NRCS, distributed his report for today. Herb reported on Farm Bill programs and is not aware of any new developments on the 2013 Farm Bill. Greg Stone will assume the Acting State Conservationist duties effective June 9 with the expectation that Kevin Wickey will return around July 1. Greg Kist will return to his duties in Parkersburg. Bill O'Donnell has returned to his programs position in Morgantown. They expect to continue the existing staffing level in the field offices. Plans are also underway to fill three Program Support Specialist positions at the field level to assist field office staff with administration of Farm Bill contracts. Jeff Griffith, NRCS, distributed the Harrison and Doddridge County Report. They have worked on technical assistance with the AgEP program, EQIP, AMA and also made site visits to multiple farms during May to evaluate watering systems. Rebecca Flanagan, NRCS, distributed the Weston/Glenville report. Chuck Copeland, WV Division of Forestry, reported he only has four schools signed up for the Forestry Contest next week. They are Clay, Calhoun, Ripley and Liberty HS.

WFCD: Robin has been working on the District of the Year award and the forestry contest coming up soon.

WVCA: Dinah reports she attended an AO meeting yesterday in Morgantown. We have received an estimate from Winan's Dozer Service for the spraying of Polk Creek #4, #9 & #8 for \$1,600.00. **Law made a motion to accept Winan's bid for the spraying of the three Polk Creek dams and it was seconded by Plaughter. Motion carried.** A letter was sent to Sam Garrett, regarding the Polk Creek #13 violations. She attended the Harrison County Commission meeting last week where the District requested \$10,000.00 for Salem Fork Watershed Dams cost-share. She will be meeting next week with the Strategic Planning committee before the plan is sent to WVSCC. She also attended the Little Kanawha CD meeting last month.

Kim Fisher reported on the WVCA Conservation District Report for June. Issues discussed were the following; the WVACD Quarterly meeting will take place on Monday only. It will start at 9:00 a.m. and proceed on to 4:00 p.m. that evening. Signups are on the website for the State Fair. The Conservation Farm Tour is July 22 & 23 for Area II.

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

- Michael McKee, 160+ acres, Lewis County
- Wayne Hinter, 450 acres, Doddridge County
- Randall Nutter, 101 acres, Harrison County

Butler/Coffindaffer motion carried to approve the Conservation Agreements for McKee, Hinter and Nutter.

The meeting adjourned at 12:00 p.m.

Set Date of Next Meeting: The next meeting is to be held on July 2, 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