

Approval of Invoices & Payments: Two invoices have been submitted for O & M work on Polk Creek Watershed dams. The first one is from Dannie Gumm for the mowing on Polk Creek #9 for \$400.00. **Coffindaffer/McClain moved to approve the invoice to Dannie Gumm with verification from WVCA. Motion carried.** The second one is from Winans Dozer Service for \$1,600.00 for the spraying of Polk Creek #4, #9 & #8. WVCA will verify if it is 90% complete. **Butler/Coffindaffer moved to approve the invoice to Winans Dozer Service with verification from WVCA. Motion carried.** The other invoice is from Civil & Environmental Consultants for \$3,350.00 for work done in the Salem Fork Dams. This includes the engineering of the resurfacing of the risers and everything needed to complete the O & M and the permit to do Salem Fork #14. **Coffindaffer/Law motion carried to approve the invoice to Environmental Consultants with approval from WVCA for \$3,350.00.** Gene noted the work was completed.

Unfinished Business

Committee Reports: Bill reported on the grassland tour, which was held on Monday, September 16. Two farms were toured which included Steve Hannah, Lewis County and Richard Law, Harrison County. Both farms have met the criteria and are qualified for the grassland farmer program. Tim reported they had a good education committee meeting and Robin will report this later. The field day committee final numbers are in and were noted.

Ag Enhancement Program:

The AgEP Committee met on October 1, 2013 and approved the following payments;

- Rick Rice - \$4,000.00 – Exclusion Fence
- Robert Suan - \$2,884.20 – Lime
- Robert Suan - \$800.00 – Fertilizer
- Gloria Jean Moon - \$389.98 – Pipeline & Trough
- William Suan - \$2,200.00 – Lime
- Richard S. Hannah - \$1,749.00 – Lime
- William Suan - \$800.00 - Fertilizer

Coffindaffer moved for approval of the AgEP payments as submitted by the committee.

The AgEP Committee met on October 1, 2013 and approved the following practices;

- Phyllis Hinterer – Lime – encumber \$3,300.00
- Tom Hawkins – Lime – encumber \$880.00
- Bill Donaldson – Lime – encumber \$3,300.00
- Harley Foxworthy – Lime – encumber \$660.00
- Fred Ross – Lime – encumber \$2,200.00
- David Gaines – Lime – encumber \$2,666.40
- Fred Ross – Fertilizer – encumber \$800.00
- William Suan – Fertilizer – encumber \$800.00
- David Keith Gaines – Lime – encumber \$2,244.00

Coffindaffer moved for approval of the practices submitted. Coffindaffer moved for approval of the cancellation for Larry Burns for lime due to illness. Amy is requesting permission to be able to send cancellation letters to the cooperators who do not complete their contracts by October 3, 2013. Amy is leaving after today and will not be back until October 15. **Butler made a motion to send out the letters for the cancellations of the lime program. Coffindaffer seconded. Motion carried.** Chairman Foster noted a conversation he had with Jeff Griffith and his additional work load. His staff will not be able to assist with AgEP as they have been. The District may need to hire a technician to help with the program. Amy cannot design the water systems due to her lack of engineering. Gene noted we do have the engineering group on staff if we need their help with AgEP.

Salem Fork O & M : The work began on the Salem Fork dams last Monday, September 23. Gene reported the work is going well and but Dam Safety is holding up the permit for the riprap. The bid was opened on September 5. There were three bids and it was awarded to Hanna & Son Construction. All the dams have been mowed. The tree in the auxiliary spillway is gone. The well will be cut off and capped on Site #11. **Coffindaffer made a motion, with the desires of the present landowner, Mr. Dolly, to cap the well per specifications on Site 11-A. It was seconded by Plaughter. Motion carried.** We would be covered on this issue with Site 11-A if it ever comes up again. **Butler made a motion to give Bill the authority to adjust the hours on the contract including the removal of cattails on Site #14, seep monitoring system on Site #14 and capping and lowering the height of the well on Site #11-A according to specifications. Plaughter seconded. Motion carried.**

District Fall Banquet: Bernadette has checked with Jackson's Mill on the feasibility of holding the Century Farm reception before the dinner. It would have been too costly. The mums have been purchased for the door prizes and can be picked up the morning of the banquet.

Polk Creek #13 & Salem Fork #12 Easement Violations: A letter from WVDEP Dam Safety has been sent to Sam Garrett regarding the easement violation on Polk Creek #13. A letter has also been sent from the District to Mr. Garrett regarding the violation as well. There has been no response from Mr. Garrett. The District was also going to send a letter to the landowner on Salem Fork #12 regarding the easement violation with his installation of the septic system. That letter has not been sent. Chairman Foster has talked to the landowner's wife. Mr. Crouser had dug a ditch to a culvert down to the watershed dam. He does not have the money to put a pipe in which costs \$942.00 so he can mow over it. An aeration septic system was put in and is about 2/10 of a foot in the flood pool. He corrected a situation where his septic system had failed. He will fill it in when he gets the money. He also mows the dam and it looks very good. There is no sign for the permit there and it should be there. Did the dam water cause the saturation of the leech field to cause his septic system to fail? If this one fails in a few years, would we be liable to pay for another one? How far should we let it go? It will not be eligible for rehab if we did

not take care of the O & M. Is this violation a true concern since it is underground? If we can get some profession guidance, we could make that determination. **Tim Butler/Bill Coffindaffer motion carried that we table this issue until NRCS becomes active again and use them as a professional recommendation.**

New Business

Computer Purchase: The computer that Robin has used quit working. It belonged to WVCA. They have temporarily replaced her computer with another one but will no longer be providing a computer to her. A few years ago when WVCA was audited, one of the findings was that they could not give a computer to a non-state employee. WVCA will help us with the software and specs when the District is able to purchase a computer for her. Funds for the purchase of a computer can come from the CDO account.

Coffindaffer moved we contact WVCA regarding the purchase of a computer and it was seconded by Plaugher. Motion carried.

WVACD Conference Auction Items: The WV Chapter of the Soil & Water Conservation Society is holding its annual silent auction during the Partnership Conference in Flatwoods. The silent auction helps to provide a \$500.00 scholarship to college students. They are requesting donation items for their auction. The WVACD will be holding their live auction on Monday evening during the conference, which also provides monies for scholarships to college students. **Coffindaffer moved the District spend \$200.00 for the auction items for the conference. Law seconded. Motion carried.**

Legislative Program: The District has tried to hold their annual legislative program the last two years and have not had the attendance needed to proceed. Does the District want to try another time to have the program? **Coffindaffer/Butler motion carried to table this item until the next meeting.**

Public Meeting for Watershed Dam Owners: Several years ago, the District held public meetings for the landowners for both the Salem Fork and Polk Creek Watershed Dams. It appears that we might need to do this again. We need to send a letter to all landowners where the structures are and explain to them that these structures are on your property but we are responsible for maintaining them. Any activity on them must be approved by the District. We would do one meeting for each of the watersheds. We need to educate the present landowners regarding disturbances within the easement area. Gene reported that WVCA will have more of a presence on these dams. We will need to have enough time to plan these meetings, with a good and meaningful letter and advertising. We will keep this on the agenda and look at holding one the early part of 2014.

Suttle & Stalnaker – FY12-13 Audit: The agreed upon procedures has been received from Suttle & Stalnaker for the audit of this past fiscal year. **Coffindaffer moved we sign the contract as received and it was seconded by Butler. Motion carried.** This will be the last year for this contract. The amount is \$4,000.00.

Correspondence:

Northern Panhandle CD Invitation to Banquet – October 1, 2013

Elk CD Invitation to Banquet – October 3, 2013
Brian Farkas, WVCA – Clarification on Ethics Commission contract exemption ruling
Monongahela CD – Invitation to Banquet – October 17, 2013
Little Kanawha CD – Invitation to Banquet – October 10, 2013
Potomac Valley CD – Invitation to Banquet – October 12, 2013
Southern CD – Invitation to Banquet – October 15, 2013
Appalachian Grazing Conference Draft Minutes for September 13, 2013 meeting
WVACD State Fair Display Committee Draft Minutes for September 4, 2013 meeting

Funding Requests: The Doddridge County Watershed Association has submitted an invoice for \$573.95. With this amount, there is now a total of \$113.86 left in their account. Wayne Woods with the Watershed Association, has sent Dinah an email with the invoice noting that they will be closing out the grant soon and will be in contact when they do. He sends his thanks to the District for their help. **Coffindaffer/Butler motion carried to pay this amount as requested to the Doddridge County Watershed Association.**

Letters of Request: There are none at this time.

SPRP Project: There are none at this time.

Board Member Reports: Butler reported on the Envirothon teacher training on October 16 at the Holly Gray Park. In light of the government shutdown today, Supervisors are concerned with getting a lease agreement renewed on district space in the building. The executive committee will meet on October 21 at 9:00 a.m. to work on the lease agreement for the office space.

Report of Cooperating Agencies:

Chuck Copeland, Forestry: Chuck noted that today is the first day of fire season and it runs until the end of the year.

WVCA: Kim reported on a couple of items from the WVCA October report. A request is coming from Brian regarding the conservation farm contest. He is concerned with not all of our counties having farm winners. In an attempt to remedy this, he would like to have some of our recommendations. A farm survey was presented by Kim to the group. These comments will be taken back to him. Dinah reported she had received an email from Andy Sentz thanking the District for the reception they held for him. The LOR submitted for the AgEP program has been received and has been transferred to the interest bearing account as of yesterday. That amount is \$33,500.00. During the AO meeting last week, Ed Cox, WVCA Contracting Specialist, gave the Procedures for the development of a District EWP call list or contractors for EWP event. Each District shall choose whether or not to utilize and maintain a District EWP Call List. Those districts selecting not to use a District EWP call list will need to provide a waiver to the contracting specialist stating we will not be maintaining the EWP call list and if a contracted private construction crew is needed the contract specialist shall use the Awarded Contractors' EWP call list to select a contractor. **Butler made a motion to**

send the advertisement to newspapers and it was seconded by Plaughter. Motion carried. Supervisors have the final tally for the 2013 Field Day expense and income statement. For the WVACD Awards and Recognition program, concern was raised with the cost associated with our award winners. Much discussion ensued.

WFCD: Robin reported on the education committee that was held last month. The Envirothon training date is scheduled for April 9. The “Hands on Ag” program will be held in Doddridge County next year. Dates have been set for the Speech & Poster contests for March of 2014. The Cedar Creek sixth grade field day is April 30, 2014.

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

- Bill Donaldson, 140 acres, Lewis County
- David Keith Gaines, 51 acres, Harrison County

Coffindaffer/McClain motion carried to approve the Conservation Agreement for Donaldson & Gaines.

The meeting adjourned at 12:05 p.m.

Set Date of Next Meeting: The next meeting is to be held on November 5, 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