

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 5, 2013**

MINUTES

With a quorum being present, Chairman Foster called the November Board of Supervisors meeting to order on Tuesday, November 5, 2013 at 9:00 a.m. at the USDA Service Center, Mt. Clare, WV. The Pledge of Allegiance followed the call to order.

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

Others Present: **Joel Barnosky, Farm Service Agency**
Chuck Copeland, WV Division of Forestry
Kim Fisher, WV Conservation Agency
Jeff Griffith, Natural Resources Conservation Service
Dinah Hannah, WV Conservation Agency
Belva Junkins, West Fork Conservation District
Ed Martin, WV Conservation Agency
Stephen McAnarney, WV Division of Forestry
Jim Roy, WV Conservation Agency
Amy Cosco, WV Conservation Agency
Robin Ward, West Fork Conservation District
Tom Wilsoncroft, WV Division of Forestry

Introductions: There were no guests to be introduced.

Agenda Approval: **Coffindaffer/Plaughter motion carried to approve the agenda for today's meeting, November 5, 2013.**

Public Comments: No one was present to comment.

Minutes: **Coffindaffer called for approval of the minutes for the October 1, 2013 meeting as mailed out and seconded by Hines. Motion carried.**

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 through September and October 2013 are

included also. **Butler moved to file for audit and it was seconded by Plaucher.**
Motion carried.

Approval of Invoices & Payments: An invoice has been submitted by L D Hanna & Son Excavating Contractors for \$15,809.80 for the O & M work on the Salem Fork Watershed Dams. Ed Martin, WVCA, is here to provide any information on the work completed. Four dams were mowed at a cost of \$1,200 per structure and included removing woody debris. They are still waiting for Dam Safety to approve capping the well on Site 11. **Butler/Coffindaffer motion carried for approval of the invoice to L D Hanna & Son for \$15,809.80 for Salem Fork O & M work.**

Unfinished Business

Committee Reports:

Ag Enhancement Program:

The AgEP Committee met on October 31, 2013 and approved the following payments;

- Perry Ferguson - \$2,268.00 for water development
- William Donaldson - \$3,300.00 for lime
- Edison Law - \$873.89 for lime
- Cason Jones - \$1,702.14 for lime
- William Turner - \$746.72 for lime

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

Amy reported we have over allocated funds by \$1,463.05. She recommends we not go over any more. There is a total of \$12,000 in applications that have not been approved. Kim reported that every District is in the same situation across the state. A cooperater, Fred Ross, has been paid more than the approval rate. **Coffindaffer moved we amend Fred Ross's contract to \$2,010.80 due to miscalculation of acreage in the field from 35.6 to 45.7 acres. Plaucher seconded. Motion carried.** Additional acreage was added to the contract. The soil test was revisited and the acreage was changed. The payment was made of \$2,010.80 instead and the approval should have been \$4,021.60.

Ag EP committee needs to set a meeting to discuss issues in the system. The committee will meet on Monday, November 18 at 9:00 a.m. Jim has talked to Amy and Robin regarding the AgEP program. Robin will be assisting Amy on the paperwork since Amy will be in the field more. The committee will also look at the applications for approval. The committee can make the approvals at the committee meeting on November 18.

Salem Fork O & M : The work is completed on the Salem Fork Watershed Dams.

Legislative Program: At the last meeting, discussion was held on holding a legislative program before the legislature begins in January. There will be no program this year.

Polk Creek #13 & Salem Fork #12 Easement Violations: A letter from WVDEP Dam Safety had 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. Bernadette and Bill have met with Mr. Garrett and Bill reported that Mr. Garrett was very congenial. Ed Martin has talked to Delbert with Dam Safety and they are waiting to hear from Mr. Garrett. Jim Roy was there yesterday and reported Sam Garrett has removed all the hay bales and equipment and has the dam reseeded at 80%. Should we send a letter to Sam acknowledging his work that has been done? **Butler moved we write a letter to Mr. Garrett with our satisfaction in regard to the work he has done. It was seconded by McClain. Motion carried.** Mr. Garrett will still need to contact Dam Safety. 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. At the last meeting, motion was made to table this issue on Salem Fork #12 until NRCS becomes active again and use them as a professional recommendation. The District needed to make the determination of this violation since the septic system is underground. There was no sign for the septic system permit there and it should be there. Jim reports that he and Randy looked at the problem this morning and the work still needs to be corrected by putting in the pipe to complete the project. The landowner told Jim that he does not have the money to put the pipe in which will cost \$942.00. He has not been paid for mowing the dam this year. **Coffindaffer moved we send Mr. Crouser the \$300.00 for mowing the dam all summer and encourage him to complete the pipe installation and it was seconded by Hines. Motion carried.**

Public Meeting for Watershed Dam Owners: At the last meeting, discussion was held on the need to hold public meetings for the watershed dams. Since it was reported that WVCA would have more of a presence on the dams, we should include the WVCA. It was thought that we would look at holding the meetings in the first part of 2014. A letter will need to be sent to the landowners of the dams regarding these meetings. We will also need to put an ad in the newspapers. The meeting for Salem Fork Dams will be on January 9 at the City Hall in Salem and for the Polk Creek Dams on January 16 at the Pricetown Fire Department. The meetings will begin at 6:00 p.m. Sponsors will also be invited to attend along with the county commissioners.

New Business

Office Lease: In light of the government shutdown, which lasted 16 days, the Executive Committee met with the landowners of the building to discuss signing a new lease. A new lease has been prepared and Supervisors have a copy of it before them. **Plaugher made a motion to approve the office lease agreement as submitted by the executive committee and it was seconded by Hines. Motion carried.**

Plan of Work Review for July, August & September 2013: The Plan of Work review for last quarter is being reviewed today before the board meeting is over.

Portfolios for Supervisors: Chairman Foster would like to see portfolios ordered for the Supervisors. Robin reported that the cost is \$13.31 each and we would need to buy a total of 15. **Coffindaffer made a motion to provide portfolios for Supervisors and staff at a cost of up to \$25.00 each and it was seconded by Hines. Motion carried.**

Correspondence:

WV State Conservation Committee Draft Minutes for October 15, 2013 meeting.
Southern CD request for AgEP Financial Assistance. The District has no funds available to send to the Southern CD.

Guyan CD Invitation to Awards Banquet on November 15, 2013.

Western CD request for CREP funds. The total in the District CREP account is \$5,931.84. The program has not been active in this District and is for marginal pasture land. It is a rental payment for this land. **Butler moved to send \$1,000.00 to Western CD of the District's CREP funds and it was seconded by Law. Motion carried.**

NRCS State Engineer; Transmittal of Safety Certifications for Polk Creek Sites 1,4,5,6,7,8,9 and 13.

Funding Requests:

Letters of Request: The following are Letters of Request to be submitted to WVCA;

CD Employee for July, August & September 2013 - \$3,825.71

CD Accountant for July, August & September 2013 - \$1,200.00

Internet Service for July, August & September 2013 - \$318.12

CD FY14 Operating Grant - \$19,000.00

Butler moved we submit LOR's for these amounts as presented and it was seconded by McClain. Motion carried.

SPRP Project: There are none at this time.

Board Member Reports: Tim reports the next Envirothon meeting is November 21 at the Wood County 4-H Camp. Bid packages have been sent out for the 2015 Envirothon. The quarterly meeting was discussed and there was good attendance from this District.

Report of Cooperating Agencies:

Jeff Griffith, NRCS reported that Herb Andrlick could not be here today but read his report to the group. In FY13, NRCS obligated over \$23 million in financial assistance on 1,009 new contracts across all programs. In the West Fork CD, NRCS developed 52 new contracts worth nearly \$963,000 to address resource issues on almost 5,900 acres of farmland. The Soil Health Conference is coming up February 18. Jeff noted that he was told on September 23 that he would be the lead DC in the District. He discussed his staff and the work they do. He has sent in a request for Thomas to work EQIP forestry District wide. This will get him out doing more forestry work. He has been going from one office to another but has spent most of his time at the Weston office. There is priority work to be done in Lewis and Gilmer counties. There are contracts that need attention with payments and modifications. They are busy with contract reviews and approving payments district wide. CSP payments can be made now until the end of the year. NRCS's role with AgEP will not be the same as in the past with his staff. Bill states it is up to Supervisors to assist with this AgEP program.

Joel Barnosky, FSA: They have a lot of paperwork to finish by the end of the year and are also having troubles with the system. They are making payments. There are some funds available on operating loans. Joel mentioned they have also gone down to two Districts which are the east and west.

Chuck Copeland, Forestry: Chuck reported that Calhoun County High School had won the state forestry contest and finished 6th nationally. They attended our forestry contest.

WVCA: Kim reported on the WVCA report for November. AG Day is January 21. The State AgEP Committee will be adding one person representing each District. The 2015 budget is operating under at 7.5% cut. She also provided an overview of the conference with award winners. The quarterly meeting dates for 2014 have been set. Dinah reported that the advertisement had been placed in the Clarksburg newspaper for the District EWP call list for contractors. There have been no calls on the advertisement. Do we want to utilize the WVCA's Awarded Contractors' EWP call list to select a contractor? If so, we will need to send in a waiver to the WVCA Contracting Specialist stating we will not be maintaining the EWP call list. This is up to each District to choose. **Butler moved that the District send a letter for the waiver to WVCA and it was seconded by McClain. Motion carried.** So far, Dinah has not heard anything from Suttle & Stalnaker regarding the audit. The Women in Ag Committee met last week to brainstorm on holding the event. Tygarts Valley CD is going to be assisting with it. We have looked into holding it at the new Event Center in Buckhannon on April 3, 2014. Farm Credit has offered to pay the \$500.00 rental fee for the event center. The next committee meeting will be on November 15 to begin at 9:00 a.m. at our office.

WFCD: Robin reported she has been working on the fall newsletter and passed around a draft. She would like to have it out by the end of the month.

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

- Charles Miller – 387 acres in Lewis County
- Kermit Stutler – 55 acres in Harrison County
- Julian & Lisa Galford – 103 acres in Harrison County

Plaugher/McClain motion carried to approve the Conservation Agreement for Miller, Stutler and Galford.

Bill would like to revisit the applications for AgEP program. **Coffindaffer made a motion to approve the AgEP applications for between \$11,000-\$12,000 that were being submitted today. It was seconded by Butler. Motion carried.**

The Plan of Work was reviewed for July, August and September 2013.
The meeting was adjourned at 12:50 p.m.

Set Date of Next Meeting: The next meeting is to be held on December 3, 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