

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
April 1, 2014**

MINUTES

With a quorum being present, Chairman Foster called the April Board of Supervisors meeting to order on Tuesday, April 1, 2014 at 9:00 a.m. at the Hickory House Restaurant near Weston, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: William Coffindaffer

Jane Collins	James Foster
Bernadette Law	Bill McClain
Randy Plaugher	

Supervisors Absent: Tim Butler & Mary Lee Hines

Others Present: Amy Cosco, WV Conservation Agency
Earlene Foster, Guest
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
Jim Roy, WV Conservation Agency
Robin Ward, West Fork Conservation District

Introductions: No introductions needed to be made.

Agenda Approval: Coffindaffer/Plaugher motion carried to approve the agenda for today's meeting, April 1, 2014.

Public Comments: No one was present for public comment.

Minutes: With no corrections or additions, the March 4, 2014 minutes will stand approved as mailed.

Financial Report: The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report. **McClain/Coffindaffer motion carried for approval of the General and CDO funds for March.** 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 for March has not been sent due to our April 1 meeting date. It will be looked at next month.

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

Unfinished Business

Committee Reports:

Ag Enhancement Program: Bill reported on the State AgEP meeting last week in regards to SB365. The allocations for this year to the Districts is not known yet with discussions going on. Amy reported that the committee met last week where they discussed cost-share programs and sign-up dates. The committee is looking at sign-up from June 9-June 30 with all practices to be completed by November 21. She will be doing visits for those who have practices to be finished by the end of May. Bill reported that AgEP committee also looked at payment of practices last week. The following are approvals for practices: Tom Hawkins, Water & Well Development - \$2,850.00, Vada Woodford, Lime - \$1,646.90, Shelly Mason, Lime - \$796.62 & Bob Suan, Fertilizer - \$800.00. These are for a total of \$6,093.52. **Coffindaffer made a motion to approve the payments for these practices as submitted from the AgEPcommittee.** A letter has been sent to the District chairs regarding the SB365 rule-making process from Brian Farkas. The law states that if a Conservation District Supervisor applies or intends to apply to participate in a WVCA program, then all applications for that “particular program” shall be considered by another district. In writing the rules to implement the law, the WVSCC shall include the following: 1. The criteria, ranking and standards required for an applicant to qualify to participate in WV Conservation Agency programs; 2. A process to disclose the recipients of the award; and 3. The process for an unsuccessful qualified applicant to appeal an award. For the rule to be considered during the Legislature’s 2015 session, the WVCA has to adhere to the following schedule: The initial rule must be filed by July 2 and their goal is to file by mid-June. A 30 day public comment period is then held. The final agency approved rule must be filed by August 1. The Legislature’s Rule Making and Review Committee has until January 2015 to review the rule. The rule is then considered during the 2015 legislative session. To help Brian draft the rule, he has created a group comprised of representatives from the WVCA and NRCS. The group’s first meeting is set for tomorrow, April 2 at Guthrie. Brian is interested in hearing from Districts about their concerns and what should be considered in the proposed rule. Districts will have the opportunity to provide formal comments and suggested changes during the 30 day public comment period this coming summer.

Polk Creek & Salem Fork O & M – 2014: At the last board meeting, the board had given Ed Martin permission to move ahead with a contract for the Polk Creek dams OM&R work. The job showing for the Polk Creek dams will be April 25 at 8:00 a.m. meeting at the NRCS office. The bid opening will be done on Friday, May 2 at 10:00 a.m. per Ed Cox, WVCA contracting specialist. Jim Roy reported they would like to schedule the O&M work on Salem Fork dams where they have a total of estimated work to be done at \$36,840. This has not been bid out yet. Do we want Jim to show the work to Tygarts Valley CD? **Coffindaffer made a motion to proceed with OM&R in Salem Fork and have Tygarts Valley CD submit a bid. Plaugher seconded. Motion carried.** Dinah reported we have received invoices from the City of Salem for maintenance on the Salem Fork Watershed Dams for 2011 and 2012. The total for 2011 is \$2,544.00 and the total for 2012 is \$2,040.00. These have been sent to WVCA for their review and cost-

share request. Michelle Allan, City Manager of the City of Weston, has called regarding a work session to address the Polk Creek O & M that was discussed during the public meeting for the Polk Creek dams. Dinah has talked to Ed Martin about this and he is available the week of April 21-24 in the evening. Ms. Allan will be calling us with the time and date. Jim Roy has also been working on this issue and will be there that evening.

Conservation Farm Program: Supervisors had been asked to find potential conservation farmers in each of their counties. The tour will need to be set soon.

Audit for FY13-14: Supervisors have copies of the discussion of the audit sent from Suttle & Stalnaker. Supervisors reviewed the document. **Coffindaffer/Collins motion carried to approve the audit as submitted by Suttle & Stalnaker for FY13-14.**

Celebrating Women in Ag Program: The program is about ready to go for this coming Thursday in Buckhannon. Bags were stuffed at last week's committee meeting. We have 125 who are coming along with about 20 vendors.

New Business

Budget FY14-15: Supervisors have a copy of both budgets for review. The General Fund was reviewed first. We will carry forward \$15,000. The CDO Grant & Supplemental Funds Report is being submitted with a 7 ½% cut. **Coffindaffer made a motion to adopt the General Fund budget for FY14-15 and it was seconded by McClain. Motion carried. Coffindaffer moved the District adopt the CDO budget for FY14-15 and it was seconded by Plaughter. Motion carried.**

Correspondence:

WV Envirothon – Memorandum of Understanding. This is the same in essence that we have always had. Chairman Foster had a committee who helped review the MOU and reported on the few changes. **Coffindaffer moved we adopt the MOU as submitted with the changes. McClain seconded. Motion carried.**

WVCA Year to Date Revenue & Expenditure Balance Report – February 2014.

Questions were asked and Kim will be bringing more info to the next meeting.

Harrison County Farm Bureau Scholarship Program for \$500.00.

Brian Farkas, WVCA – Fiscal Year 2015 Budget.

Funding Requests: 1) Brian Farkas, WVCA, request from Tygarts Valley CD for AgEP funds. The District has no funds to send. 2) Appalachian Grazing Conference sponsorship for 2015 for \$1,000.00. This was put in the budget for next year. 3) WVU Extension Service Winter Dinner meeting in Doddridge County request for \$300.00. **Coffindaffer/McClain motion carried to approve \$300.00 for the Doddridge County dinner meeting.** 4) WVU Extension Service – Hay Field Day on May 17 - \$200.00 and the Jamboree at the Mill-July20-24 - \$300.00. **Law made a motion to pay \$200.00 for the Hay Field Day and \$300.00 as requested by WVU Extension Service for the Jamboree at the Mill. It was seconded by McClain. Motion carried.**

Letters of Request: Salem Fork Watershed Dams O & M cost-share - \$4,584.00.

Coffindaffer/Plaughter motion carried for Salem Fork Dams O & M in kind cost-share of \$4,584.00. CD Accountant - \$1,200.00. **Coffindaffer/Law motion carried for the CD Accountant LOR for \$1,200.00.** LOR for Internet Costs of \$318.12.

Coffindaffer/Law motion carried for CD Internet LOR of \$318.12. CD Employee for

4th. qtr. LOR for \$4,013.41. **Plaugher/McClain motion carried for CD employee for 4th. qtr. LOR for \$4,013.41.**

SPRP Project: There are none at this time.

Board Member Reports: Bernadette thanked everyone for helping with the Speech & Poster contests the last two Friday evenings. Jim reported that he and Randy have been attending the Appalachian Grazing Conference committee meetings last month. Jane, Randy and Belva have been attending the Envirothon meetings. The Site Committee has been looking at sites for next year's competition.

Report of Cooperating Agencies:

Jeff Griffith, NRCS: Jeff reported on the Farm Bill, where there is a little information coming out. The WHIP program is being merged with the EQIP program. The AMA and Conservation Stewardship will be standalone programs. There is some information on the website for the farm bill programs. They are waiting on direction from their state office. One component added is a program for veterans. They are continuing to write plans, make field visits and do designs. One component of EQIP through April 18 is the Strike Force program that has been announced in other states before. They will be doing the Strike Force program in WV for high tunnels. Counties in the District include Doddridge, Gilmer and Lewis for the Strike Force program. The thought behind this is persistent levels of poverty. He has attended three outreach meetings this last month. They have continued to work on modifications and designs. Jeff reports that Rex Gardner has been hired back to work two days a week up to 20 hours per week. The plan is now he will report to Mt. Clare and will work mainly in Doddridge, Harrison and Lewis, working on designs and inspections.

Bruce Loyd, WVU Extension Service: Bruce reported on the Beef Expo coming up next week where they are working at Jackson's Mill to get the barn in shape. They are working on the ventilation of the arena on the old barn too. On the new barn, they have started working on the first phase of the water, electric and sewer so that they can have livestock events there.

WVCA: Kim reported for WVCA. Copies of this month's report was distributed. Conservation farm contest will remain the same. AgEP meeting is coming up tomorrow, April 2. Both SB365 and SB454 have been signed by the Governor. Dinah reported on receiving the Century Farm applications that will need to be reviewed sometime soon. In the budget, there is money to hire a summer intern (conservation technician) to take soil samples. We will need to set up a committee to look into hiring someone. Dinah has sent out 42 letters for the inspection of the Polk Creek dams along with 24 letters for the Salem Fork dams. She reminds every one of the Plan of Work meeting for the next fiscal year today after lunch. She will be working in Morgantown one day per week until someone is hired for the district manager position.

WFCD: Robin reminded Supervisors of the Education Committee meeting this coming Friday. Scholarships have been received in each of the four counties. She will begin work on the next newsletter.

Conservation Agreements: The following Conservation Agreement has been received for new cooperators;

- Karen & Barry Lay – 467 acres – Gilmer County

Coffindaffer/Plaughter motion carried to approve the Conservation Agreement for Lay. Jim reports they talked about the Conservation Agreements at the Area II meeting recently. It was mutually agreed in the Area II meeting that if you are not using them, you need to be. They will address this at the AgEP meeting.

The meeting went into recess for lunch.

The meeting re-adjourned at 12:05 p.m. The meeting will now go into executive session to discuss personnel issues. **Plaughter moved to go into executive session. Motion carried.**

The meeting re-adjourned from executive session at 12:15 p.m.

Plaughter made a motion to give Robin Ward a pay raise and a week paid vacation with the pay raise starting today, April 1. It was seconded by McClain. Motion carried.

The meeting was adjourned at 12:20 p.m.

The meeting re-adjourned at 12:35 p.m. Discussion was held on the hiring of an employee this summer to take soil samples. **Coffindaffer moved to employ a Conservation Technician for this summer. McClain seconded. Motion carried.** We will take resumes and sort them out by the end of the month and plan on interviewing if we have several good candidates. That person will begin work in May. The meeting was adjourned at 12:45 p.m.

Set Date of Next Meeting: The next meeting will be held on May 6, 2014 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, District Manager