

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
September 2, 2014**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the September Board of Supervisors meeting to order on Tuesday, September 2, 2014 at 9: a.m. at the USDA Service Center, Mt. Clare, WV. The Pledge of Allegiance followed the call to order.

**Supervisors Present:** William Coffindaffer                      Jane Collins  
                                 James Foster    Steve Hannah  
                                 Phil Osborne     Bill McClain  
                                 Randy Plaughter     Larry Sponaugle

**Others Present:**        Chuck Copeland, WV Forestry  
                                 Kim Fisher, WV Conservation Agency  
                                 Jeff Griffith, Natural Resources Conservation Service  
                                 Belva Junkins, West Fork Conservation District  
                                 Dinah Hannah, West Fork Conservation District  
                                 Jim Roy, WV Conservation Agency  
                                 Robin Ward, WV Conservation Agency  
                                 Ed Martin, WV Conservation Agency  
                                 Jeremy Bennett, NRCS  
                                 Jeff Griffith, NRCS

**Introductions:** There were none today.

**Agenda Approval:** Foster/ McClain motion carried to approve the agenda for today's meeting.

**Public Comments:**

**Minutes:** Corrections to the minutes from August 5, 2014 there should be a total of \$3,200.00 added to the allocated amount for AgEP as the total amounts for the water developments were calculated wrong.

- M. Francis (2) pipeline and trough \$2,000.00- \$1,000.00/ practice
- S. McKinney (2) spring developments \$2,400.00- \$1,200.00/ practice
- J. Cole (2) pipeline and trough \$2,000.00- \$1,000.00/ practice

*Total: \$3,200.00 extra added to allocated funds*

Also the minutes stated that the board would like Truman Wolf to MC the banquet. It should be corrected that the board would like Brian Farkas to MC the banquet. With the corrections and additions, the August 5, 2014 minutes will stand approved

**as mailed. Foster/Plaughter motion carried to approve the minutes from August 5, 2014.**

**Financial Report:** The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report. Melinda Law came and talked about the finances this morning with the supervisors. **Foster/ McClain motion carried for approval of the General and CDO funds for July 2014.** 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 July is here today and Supervisors have a copy of it in their files. The report will be filed for audit.

**Steve Hannah motion to request that accountant add a balance sheet including assets, liabilities, depreciation, ect in addition to the regular finance reporting. If additional monies necessary would be paid. Motion was seconded by Sponaugle; Motion Carried.**

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

### **Unfinished Business**

#### **Committee Reports:**

**AgEP Report:** Foster reported on the AgEP program.

#### **Ag Enhancement Program:**

Foster reported on the following payments;

- L. Shiflet; 50 acres Lime- \$3,237.08
- D. Gordan; 50 acres Lime- \$3,300.00
- J. Schmidt; 35 acres Lime- \$1,782.00
- R. Rice; 20 acres NM-\$800.00
- T. Hawkins; 18.1 acres NM-\$724.00
- R.Suan; 20 acres NM-\$800.00
- I. Pritt; 20 acres NM-\$800.00
- R. Rice; 733 ft Division Fence-\$1,172.80 *totaling \$12,615.88*

**Committee moved that we approve the payments as listed.**

**Foster Reported on the following cancelations;**

- R. Maxwell; 19.5 acres Lime- \$1,287.00
- R. Mason; 50 acres Lime- \$3,300.00
- S. Dolly; 49 acres Lime- \$3,234.00 *totaling \$7,821.00*

**Following practices would be cancelled if paperwork was not received by September 3<sup>rd</sup>, 2014. Foster move that cancellations be approved. Does not require a second.**

**Polk Creek & Salem Fork OM & R:** Jim Roy reported that 3 of the Salem Fork dams were mowed. The dams that have not been mowed frequently are full of weeds. There still needs to be trimming done. Work on Polk Creek site 9 channel is clean, and trees were removed. The work on Site #7 is being finished today, and the top of the spill has been seeded and graded. They will be on Site # 8 today cleaning out the outlet channel.

The road on Site #13 has been completed, and they are on top of the hill working on the tire site. The fence on the Garrett dam has been removed, and the outlet channel on the Dam that is located behind the funeral home has been cleaned out very well. Ed Martin reported on the process of putting together all the engineering items for all the dams, and commented that they are similar to the regular maintenance program. Supervisors commented that they would like to meet with Gene Sauborn to discuss the work done on Salem Fork Site #12. Supervisors will meet with Gene Sauborn on September 5<sup>th</sup>, 2014, at the Dam location at 10am.

**Fall Banquet Gilmer County:** Jane reported that the banquet will be on October 23, 2014, and it will be at the Pioneer Grill in Glenville, WV. Social hour will start at 5:00 PM and they will have the Glenville State College bluegrass band to play and the meal will be served at 6pm. The cost would be \$15.00/ Person and 85 people is what they are planning for. Brian Farkas has agreed to MC the event. Chairman Coffindaffer asked that Robin and Dinah would put the program together for the banquet.

**Check Signature:** Chairman asked other supervisors of the board to become eligible to sign checks as he felt that it was more reasonable for supervisors that lived closer to be on the card. **Foster made motion that all supervisors be eligible to be on the Signature Card**

**James Foster**  
**Bill Coffindaffer**  
**Steve Hannah**  
**Jane Collins**  
**Phil Osborne**  
**Randy Plaughter**  
**Bill McClain**  
**Larry Sponaule**

**Sponaule seconded the motion.** Interested Supervisors will meet on September 9<sup>th</sup> at 10 a.m. at the Huntington Bank in Bridgeport, WV.

Recession from the meeting was taken at 10:00 am  
10:10 am the board came back into session

### **New Business**

#### **Grassland Farmers Set Tour:**

Foster reported that the cooperators they had in mind will not be able to commit to the award. Collins reported that they had two cooperators in mind, and they needed to ask to double check if the interested cooperator was still interested in participating. Collins reported that they had two names and they needed to ask if they would do it. Osborne and Coffindaffer reported on possible cooperator to participate, and felt certain that they would be interested in participating. McClain reported that he had asked a cooperator and he had declined. Supervisors selected September 30<sup>th</sup>, 2014 to be the date to tour selected farms. Supervisors will report with selected candidates on September 9<sup>th</sup>, 2014.

**Business Card:** There was an issue in changing the name of West Fork Soil Conservation District to West Fork Conservation District on the business card, and the user name on the card. The company has requested that we provide a legal document with a state seal referencing the old and new business name. Foster commented that this information could be found at the Secretary of the State office. Supervisors thought about just changing who we have a credit card with all together, and alleviate having to acquire all of this paperwork. Supervisors would look into having a credit card with Huntington Bank, and look into canceling the current credit card on file.

**Correspondence:**

Department of Army- Huntington Corps of Engineers  
AgEP Newsletter  
WFCD Annual Report

**Funding Requests:** None at this time

**Letters of Request:** City of Weston Polk Creek O&M for \$5,075.00, Accountant \$1,200.00, and Internet \$317.90 reimbursement, and CD Employee \$4,577.00 reimbursement. **Foster/Plaugher motion carried to approve the funding for City of Weston, Accountant and Internet Reimbursement, and CD Employee reimbursement.**

**SPRP Project:** There are none at this time.

**Board Member & Associate Supervisor Reports:** Steve Hannah reported on his attendance to the Garrett Dam project. Jim Roy really hit on the report if this. Hannah reported further that the DEP was alright with the progression. He commented that there is a lot of work to be done, and the machinery is almost too small to do the amount of work required. Hannah said that the education meeting on the dams that happened last year needs to happen again this year, and feels it is a great program. Coffindaffer reported on the committee's list and he wanted to talk about the depreciation of equipment. Coffindaffer called for the budget and finance to meet and discuss the condition of our equipment. The committee will meet after the board meeting on October 7<sup>th</sup>, 2014 to discuss the value and depreciation of the district equipment. Also, Chairman Coffindaffer wanted to adjust the legislative committee and add Belva Junkins to the legislative committee.

**Report of Cooperating Agencies:**

**Jeff Griffith, NRCS:** Jeff reported that they are busy with obligation of contracts. Also a lot of offices Jeff has been working with are behind on contract management and extension of contracts. State conservation farm tour has wrapped up last week and they held the state wide tour. Jeff reported on two vacancies for technician positions and closing for the jobs are coming up soon. The NRCS has hired a new Area Agricultural Engineer his name is Cory More, and he will start next week. A lot of the work that he

will be doing be will dealing with irrigation systems. Today is John Cox last day and he is an ASIS employee.

Jeremy reported that he had not heard from one of our cooperators on a current water well development, and hopes to hear from him soon within the next week. He also reported on another well development practice with another cooperator dealing with drilling depth. The well geologist says to drill 350ft, and our AgEP program will only pay for 150 ft. Jeremy also reported that Cooperators in Gilmer have completed their fence and supervisors or NRCS need to look at the practice.

**Chuck Copeland, WV Forestry:** June sank season started yesterday. Fire season starts first of October, and runs until the end of December.

**WVCA:**

Kim reported that the draft agenda of the quarterly meeting on October 27<sup>th</sup>, 28<sup>th</sup> in Flatwoods, WV is available for them to view and make comments. The area conservation farm contest has been completed. Districts are asked to begin the Agreed Procedures Engagement audit. The FY16 budget will operate without any budget cuts, and will incorporate 8.8 million. Robin will be out of office on September 22<sup>nd</sup> for a state wide DM meeting at Elk CD. The State Conservation Committee meeting will be on October 14<sup>th</sup>, 2014, and all supervisors are invited to attend if they wish. Supervisors that want to attend need to let Belinda Withrow know if they want to attend.

Robin reported that she has received a lot of resumes for the opened outreach position and the committee needed to set a date to review the resumes. The committee will meet Monday September 15<sup>th</sup>, 2014 at 10am, at the USDA service center in Mt. Clare, WV. Robin also reported that she had sent out emails of the minutes and agenda this time to get a feel for how the board felt about them. Jim Foster, Bill Coffindaffer, and Belva Junkins prefer to have paper minutes mailed over emailed. Robin commented that she also needs to have the birthdates of all supervisors if they haven't already done so.

**Conservation Agreements:** There are none at this time

**Set Date of Next Meeting:** The next meeting will be held on October 7<sup>th</sup>, 2014 at USDA Service Center in Mt.Clare, WV to begin at 9:00 a.m.

**Meeting Adjourn at 11:28 a.m.**

**Respectfully submitted,**

**Jane Collins, Secretary**

**Minutes Recorded by Robin Ward, District Manager, West Fork CD**

---

**West Fork Conservation District  
August 5, 2014 Board of Supervisors Meeting**