

**WEST FORK CONSERVATION DISTRICT  
BOARD OF SUPERVISORS  
January 7<sup>th</sup>, 2015**

**MINUTES**

With a quorum being present, Chairman Coffindaffer called the January Board of Supervisors meeting to order on Wednesday January 7<sup>th</sup>, 2015 at 9:00 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  
                                 Phil Osborne  
                                 Randy Plaugher                      Larry Sponaugle

**Others Present:**

                                 Robin Ward, WV Conservation Agency  
                                 Jeff Griffith, NRCS  
                                 Michelle Rukavina, West Fork Conservation District  
                                 Roger Poling, WV Conservation Agency  
                                 Kim Fisher, WV Conservation Agency  
                                 Bruce Loyd, WVU Extension

**Introductions:** none at this time

**Agenda Approval:** With no corrections or additions to the agenda. **Foster made a motion to accept the agenda. Motion was seconded by Plaugher. Motion carried.**

**Public Comments:**

**Minutes:** With no corrections or additions, the December 2<sup>nd</sup>, 2014 minutes will stand approved as mailed. **Foster made motion to approve motion seconded by sponaugle Motion carried to approve the minutes from December 2<sup>nd</sup>, 2014.**

**Financial Report:** The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report from November and December. The WVCA Year-to-Date Revenue and Expenditure Balance Report for November is here today and Supervisors have a copy of it in their files. The report will be filed for audit. In addition to today's report is an extra balance sheet and income statement provided by John Law CPA for supervisors view on the General and CDO accounts. **Foster made a motion to accept the financial reports and file them for audit. Motion was seconded by Sponaugle. Motion carried.**

**Approval of Invoices and Payments:** None at this time

**Unfinished Business**

**Committee Reports:** Coffindaffer reported on the current farm bureau meeting and Lavone Payton from Farm Land Protection is working on a case in Harrison County.

**Ag Enhancement Program:** Foster reported that the AgEP committee met to discuss the evaluation forms of contracts. He had one form in particular that he liked and wanted to show to the rest of the board from Northern Panhandle CD. **Sponaugle made a motion to adopt the NPCD ranking criteria, and use it as WFCD ranking criteria. Motion seconded by Collins. Motion carried.**

Roger reported on the current sign up period. To date so far there are 12 applications totaling \$18,000.00. Roger also recommended that the AgEP committee set up a date to meet, and rank the current AgEP applicants. The committee would meet on January 28<sup>th</sup>, at 9am at the WFCD office.

**Polk Creek & Salem Fork OM & R:** Coffindaffer reported that he, Jim, and Steve met to discuss what needed to be done as far as OM&R for both Salem Fork and Polk Creek. They found that the estimated cost needed for OM&R work would be around \$89,000.00. Coffindaffer also reported on a letter he received from DEP explaining that the monitoring and emergency action plans for Polk Creek have been approved, and are in effect. Letter would be filed.

**Lime Spreader Purchase:** Phil reported on the Bids of the limespreaders, and the board would need to look at them closely to make a decision. Phil recommended that the board should go with having an all hydraulic system as it would be cheaper in repair cost. **Foster made a motion to give Phil Osborne the authority to pursue more information about the spreaders (ie hydraulics), and compare the prices and bring back the information to the AgEP committee in an AgEP meeting. Authority would also be given to the AgEP committee to approve the purchases of said limespreaders outside of the board meeting. Motion was seconded by Sponaugle. Motion carried.**

The AgEP committee would meet on January 14<sup>th</sup>, 2015 at 1:00pm, VIA Conference Call provided by Phil Osborne.

**Board recessed at 10:27am**

**Board back in session at 10:35**

**Copy Machine:** Jane reported on the copy machine. She had called David Humphrey from KOMAX, LLC, a company that provides copy materials for state agencies and political subdivisions within the State of West Virginia. He quoted Jane two machines that have various options available. Jane went over the two machines briefly with the board. The board recommended based on the information provided that Robin work in

conjunction with Phil Osborne to pick a machine with this company that is suitable for the office. **Sponaugle made a motion that Robin meet with David Humphrey to discuss new copy machine options, pick the best option for the office, and provide that information to the board at the next board meeting. Motion seconded by Foster. Motion carried.**

### New Business

**Minutes from Special Meeting:** Coffindaffer reported on the minutes of a special meeting to approve a payment to Vincent Contracting for SPRP work completed in Shinnston, WV. **Plaughter made a motion to accept the minutes of the special meeting. Motion was seconded by Foster. Motion carried.**

**Public Watershed Dam Meeting:** Foster recommended that the district put together a news release about the successes of the work done on the Dam's in Lewis and Harrison Counties this past year. Bill would get together with Jim Roy to put together a news release together. Foster felt that this would suffice enough information for this year to not have to have a meeting this year.

**Policy Manual Review:** Foster moved to defer the review until the next meeting, and would be on the Agenda for next month's meeting.

### Correspondence:

Dominion Transmission

**Funding Requests:** None at this time

**Letters of Request:** District Support- Accountant OND-\$1,250.00, District Support- Internet OND- \$314.79, State Supplemental OM&R- \$90,738.42. **Foster made a motion to accept the following LOR's. Motion was seconded by Plaughter. Motion carried.**

**SPRP Project:** Jim was not present to report.

**Board Member & Associate Supervisor Reports:** Foster reported on the ¼ meeting. He mentioned that the senate bill 365 was talked about and the legislatures have made it very clear they weren't going to act on anything unless a full body came out to make changes. WVACD has agreed to ban together as a body and speak as one unit to request changes to the law. All ¼ meeting's for this year will be held at Flatwoods, WV. The Governor of WV has been looking into farming, and has talked to Brain about trying to get a program set up that provides equipment use through a vendor with equipment for districts throughout the state. One conservation district has entered into an agreement with an equipment dealer to rent his equipment to cooperators and district the will give cooperator a stipend to offset expenses. Also at the meeting, talk was made about the system going to be put into place starting in July that sends a lump sum of money to the

district to pay supervisors per diem and travel. The district would need to come together and discuss a policy and procedures method for this when it goes into effect.

**Report of Cooperating Agencies:**

**NRCS:** Jeff reported that they are ranking farm bill applications right now, and their second ranking period cutoff date is February 21<sup>st</sup>. NRCS completed CSP contract renewals for three participants in the district covering 677 acres. The NRCS has published Interim Final rules for EQIP and CSP, and they have extended the public comment period on the CSP interim rules until January 20<sup>th</sup>, 2015. Comments on the EQIP are due by February 10<sup>th</sup>, 2015. Administrative transformation has been happening across the state with NRCS. NRCS staff will continue to rank 2015 program applications for sign up period #1 totaling 77 applications. Since mid-September NRCS has completed 40 contracts.

**WVU Extension:** Bruce reported on the extension dinner meetings:  
January 14<sup>th</sup> at Jacksons Mill at 6:30 covering financial management  
February 11<sup>th</sup> at Jacksons Mill at 6:30 covering making silage/baleage  
March 10<sup>th</sup> in Harrison County (Location TBA) at 6:30 covering heifer development.  
January 26<sup>th</sup> in Ritchie County at the 4h camp at 6 pm covering low cost fertilization on pasture  
February 23<sup>rd</sup> in Ritchie County at 6 pm covering direct marketing produce  
March 23<sup>rd</sup> at Doddridge County Park at 6 pm covering financial management.

On January 17<sup>th</sup>, the Livestock Association is having a meeting in Weston, WV. This year the theme is having a meat cook off, and bringing a covered dish. The small farms conference is February 26<sup>th</sup>-28<sup>th</sup>, 2015, in Charleston, WV.

**WVCA Report:** Kim reported on the December 2<sup>nd</sup> spot check and all was well with the check. However, she recommends that the maps are as accurate as possible. She reported about Ag Day at the Capitol and supervisors needed to figure out how their displays are getting down there. She reminded that the district personnel plans are due by March 1<sup>st</sup>, and Century Farm applications are due to DM's by April 1<sup>st</sup>.

Robin reported on the funds available for a field day this year. We have funds in the CDO to cover this approximately \$25,000.00. During the last budget meeting, funds were not budgeted for a field day. If the board would like to have a field day we would need to amend the budget at the next meeting, and continue to have the field day on the agenda for the upcoming months. Foster had talked about a field day focusing on the new weed wiper and equipment to the district.

**WFCD:** Michelle reported on completing the newsletter, and asked supervisors to check the document before she sent it out for publishing. The education committee meeting has been rescheduled for January 15<sup>th</sup>, at 10 am at the office.

**Conservation Agreements:** Darrell Cunningham- Gilmer County, 150 acres **Foster made a motion to approve the conservation agreement. Motion was seconded by Plaughter. Motion carried.**

**Set Date of Next Meeting:** The next meeting will be held on February 5th, 2015 at the USDA Service Center in Mt.Clare, WV to begin at 9:00 a.m.

**Meeting adjourned at 12:20 pm**

**Meeting back to session to approve conservation agreement 12:24**

**Meeting back to adjournment 12:25**

**Respectfully submitted,**

**Jane Collins, Secretary**

**William Coffindaffer, Chairman**

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