

CPA for supervisors view on the General and CDO accounts. **Financial reports accepted and filed for audit.**

Approval of Invoices and Payments: The district had received an invoice from Suttle and Stalnaker for \$4,100.00 for payment on the FY 14 audit. **Foster made a motion to approve the payment of \$4,100.00 for FY 14 audit, motion was seconded by McClain. Motion carried.**

Unfinished Business

Committee Reports:

Ag Enhancement Program: Roger reported at the last meeting the approved contracts for AgEP needed to be adjusted as the board did not have the funds they thought they had to approve everyone. The committee met to readjust the cooperators approved, and the committee met on February 11th, 2015 and approved the following practices:

M. Zinn, Lime, 150 tons, \$3,300.00
B. Stout, Lime, 20 tons, \$440.00
J. Mills, Lime, 20 tons, \$440.00
T. Hawkins, Lime, 61 tons, \$1,342.00
S. Beall, Lime, 129.5 tons, \$2,849.00
E. Stalnaker, Lime, 45 tons, \$990.00
J. Cole, Lime, 150 tons, \$3,300.00
C. Wellings, Lime, 87 tons, \$1,914.00
S. Stark, Lime, 96 tons, \$2,112.00
T. Williams, Lime, 14 tons, \$308.00
V. Martin, Lime, 31 tons, \$682.00
L. Chapman, Lime, 125 tons, \$2,750.00
A. Reed, Lime, 18.5 tons, \$407.00
M. Shiflet, NM, 2 tons, \$800.00
J. (Tom) Garrett, NM, 2 tons, \$800.00
R. Nutter, NM, 2 tons, \$800.00
R. Suan, NM, 2 tons, \$800.00
W. (Bill) Suan, NM, 2 tons, \$800.00
J. Hull, NM, 2 tons, \$800.00
R. Starkey, NM, 2 tons, \$800.00
D. Romine, NM, 2 tons, \$800.00
W. Hinter, NM, 2tons, \$800.00
V. Martin, NM, 800#, \$160.00
J. Westfall, NM, 2 tons, \$800.00
R. Garrett, NM, 2 tons, \$800.00
D. Cunningham, Fence, 2,300ft, \$3,680.00
V. Posey, Fence, 1,200ft, \$1,920.00
J. Watson, Fence, 1,600ft, \$2,560.00
J. Brake, Fence, 2,500ft, \$4,000.00

K. Hern, Fence, 850ft, \$1,360.00
E. Bennett, Fence, 2,500ft, \$4,000.00
T. Quinn, Spring Development, \$1,200.00
Q. Ward, Trough, \$1,000.00
R. Posey, Spring Development, \$1,200.00
K. Hern, (2) Troughs, \$2,000.00 *totaling \$52,032.00*

Foster made a motion to approve the following practices, motion was seconded by Sponaugle. Motion carried.

Roger reported that he still needs to make a site visit for fence in Gilmer County, and after that he should be caught up with site visits. Roger passed out the approval list to the supervisors with the total amount approved.

Polk Creek & Salem Fork OM & R: Bill Coffindaffer reported on the dam meeting at Elk CD on February 25th, 2015. Bill reported on the agenda of that meeting, and gave the board the estimated amounts received for dam rehabilitation this summer in the West Fork District. The estimated amount for Salem Fork is \$60,700.00 the big cost for Salem will be refacing three risers. The estimated amount for Polk Creek is \$39,115.00. These amounts are only estimates, for the amounts to be actual it would take a bid process and board action to be approved. Bill commented that in observance of the action taken on Polk Creek site 13 in the last months that it is really important that the Agency, Dam Safety, and NRCS work together to bring the dams back up to par.

The board also requested that Jim Roy be able to attend the monthly board meetings and had asked for Robin to send an email to Ed Martin requesting this.

Jeff had reported all dam owners from Polk Creek who are on the 5 year inspection list received a notice about dam certification for this year. Jeff had commented that Jim Roy was a big help in this process as he had a list of all the landowners for Polk Creek.

Policy Manual Review- Amendments: Foster reported that the supervisors need to meet to review and decide what needs to be done. Chairman asked for this to continue to be on the agenda for next month.

New Business

District Employee Manual: Robin had put together an employee manual for the supervisors to have for employees of the district. Supervisors had time to review the document and make adjustments where they saw fit. **Foster made a motion to accept the employee manual with the removal of section 6.3. Motion was seconded by McClain. Motion carried. Plaughter made a motion to hire Cheryl Carlin as the new office assistant and have her first day of work on Monday, March 9th, 2015. Motion was seconded by McClain. Motion carried.**

Monthly Board Meeting Dates: Thursday, April 2nd, 2015 will be the next board meeting date. The meeting will take place at the Steer Steakhouse in Weston, WV starting at 9:30 am.

FY 15 Audit RFQ: Robin had put together the RFQ for the audit for FY 15. She had included in this RFQ the dates for the next three years to be in the RFQ. **Foster made a motion to approve the RFQ and send it to 6 CPA firms. Motion was seconded by Sponaule. Motion carried.** The bids will be reviewed at the May board meeting.

Budget Items CDO/ AgEP: Plaugher reported on the Finance Committee meeting they had on February 20th, 2015. The committee met to discuss rolling funds from the CDO account to the AgEP account to cover the recent sign up period. The committee decided to move \$6,500.00 from the scholarship and awards budget from the CDO account over to the AgEP account.

Budget Meeting FY 15/16: The committee needs to meet to discuss the budget for the next fiscal year. The budget proposals are due to Charleston by the end of the month. The CDO and General Account will be reviewed together. The Finance Committee will meet on Friday, March 20th, 2015 at the office, at 10 a.m.

WFCD/LKCD Forestry Contest: Chuck reported on the date for The State Forestry Contest that is set for June 3rd, 2015. Chuck was looking at having the district contest on May 19th or 20th depended on availability of the pavilion at Wattersmith Park. LKCD pays for half of the expenses. The district would look into ordering more t-shirts this year.

**Board recessed at 10:10 am.
Board back to session at 10:22am**

Correspondence:

Minutes from WVACD Quarterly Meeting
Minutes from Finance Committee Meeting
DEP- Pending Mine Permit
WVAW- Grant Program for Watershed
WVU Extension thank-you for \$300.00

Funding Requests: WVCEC membership dues-**McClain made a motion to pay \$50.00 for dues this year. Motion was seconded by Foster. Motion carried.**

Jane reported on the 6th grade Field day in Gilmer County. She is requesting funds to cover some costs of the event. Jane would like to have t-shirts ordered for the event, and we also need to have some made for the Forestry Contest. Jane is also requesting \$150.00 to cover the cost of renting the facility. She is figuring on having approximately 53

students this year. Foster reported that the 6th grade field day is a budgeted item, and amounts are available for Jane to use.

Letters of Request: There is one letter of request for the FY15 operating grant for \$6,152.00. **Foster move to accept the LOR for \$6,152.00. Motion seconded by Plaughter. Motion carried.**

SPRP Project: none to report at this time

Board Member & Associate Supervisor Reports:

Foster reported in reference to the attorney general's opinion that in completion of our cooperator agreements that the forms should have the spouses name on the form as well so that they may be funded for events through the district.

Randy reported on the grazing conference coming up, and reminded supervisors to have their paperwork turned in by the March 5th deadline. To date the district has awarded 7 scholarships to attend the conference.

Report of Cooperating Agencies:

NRCS: Jeff reported on CSP sign up period that has been extended until March 13th, 2015. He also reported on EQIP and AMA contracts. To date they have ranked approximately 75 applications. He reported on current staffing positions taking place. They plan to have Rex back to the office by the end of March and he will be working on providing assistance. Also, starting in June there will be an intern working out of the Weston office. Jeff commented that he and his staff will continue to work with the district in doing the designs for our water projects. Jeff and his staff will be attending the Farm Opportunity Day on March 21, 2015 in Glenville, WV.

FSA: Joel reported that he has been covered up with the direct payment program. The Livestock Indemnity Program is again available this year. Last year the program paid out approximately \$113,000.00. There are more hoops to jump through this year to get paid, and there will be more requirements needed from producers this year than there was last year. If a producer has a loss of life, he has 30 days to report the loss to FSA in order to qualify for payment. ELAP is again funded for this year for loss of bees. Joel encourages supervisors to let cooperators know of the LIP program and to take advantage of the program.

Forestry: Chuck reported that fire season has started and it will remain in effect until the end of May.

WVU Extension: Bruce reported on the extension dinner meetings taking place, and events coming up in extension. He also reported on current job openings within extension. For a list of the information available contact the Lewis County Extension Office.

WVCA Report: Kim reported on the WVCA Project Section continuing to do monthly inspections of flood control dams. She also reported on the Supervisor's dam training held at Elk CD on February 25th. Annual O&M inspection schedules are available for district's to review. WVCA watershed staff will be in contact with districts soon to schedule annual O&M sponsorship meetings. Kim reminded the districts to start thinking about cooperators for the Conservation Farm Tour, and have county winners selected and start planning the district tour. Kim reported that districts are to have their FY 16 budgets submitted to Charleston by March 30, 2015, and to make sure their engagement period for audit is current and if it needs rebid to start that process. Districts are to prepare a Plan of Work and have the submitted by June 15th. Supervisors are reminded to have their travel and per diem turned in monthly. Also if supervisors have any questions about the transition of travel and per diem processing to report them to their area directors. This will be a topic of discussion at the WVACD quarterly meeting.

Robin reported on looking forward to getting an outreach worker onboard, and is happy to be back to work and doing well!

Conservation Agreements: none at this time

Set Date of Next Meeting: The next meeting will be held on April 2nd, 2015 at the Steer Steak House in Weston, WV to begin at 9:30 a.m.

Meeting adjourned at 11:20 am

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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