

WESTFORK CONSERVATION DISTRICT^[HD1]^[HD2]

BOARD OF SUPERVISORS

April 2nd, 2015

MINUTES

With a quorum being present, Chairman Coffindaffer called the April Board of Supervisors meeting to order on Thursday, April 2nd, 2015 at 9:30 a.m. at the Steer Steakhouse Weston, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: William Coffindaffer Jane Collins
James Foster Steve Hannah
Phil Osborne
Randy Plaugher Larry Sponaugle

Others Present: Cheryl Carlin, WFCD
Jeff Griffith, NRCS
Roger Poling, WV Conservation Agency
Robin Ward, WV Conservation Agency
Kim Fisher, WV Conservation Agency
Chuck Copeland, WV Forestry
Jim Roy, WV Conservation Agency
Bruce Loyd, WVU Extension

Introductions:

Agenda Approval: Foster made a motion to approve and accept the agenda, motion was seconded by Plaugher. Motion carried.

Public Comments:

Minutes: Randy Plaugher reported on an error found under the budget items CDO/AgEP section of last month's meeting. Following the paragraph there should be a section stating that the committee moved to approve the change reflected in the committee minutes, and the board accepted the committee's recommendation. Also, an extra Motion carried in the minutes section needs removed. With those changes made to the minutes, the March 3rd, 2015 minutes will stand approved as mailed. **Chairman approved as presented.**

Financial Report: Robin has implemented a new financial book for the supervisors to view. This book has all of the financial transactions active in the month of March. Supervisors have a chance to pass this book around and initial on key documents. The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report from March. The WVCA Year-to-Date Revenue and Expenditure Balance Report for February 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. **Financial reports accepted and filed for audit.**

In conjunction with accounting, the Chairman commented on the office help working on a policy and procedure book for the new lime spreaders, and wanted the supervisors to be aware of the book and ideas going into the system.

Approval of Invoices and Payments: Jim Roy reported about a plug in the riser stage on Polk Creek #9, and explained how the situation was an emergency. A quorum of the board was present for another meeting on the day action needed to be taken, and it was approved to get the work done. The dam is now back to working condition and Jim appreciates the board's acceptance and efficiency. An invoice for \$790.00 is here today from TVCD for supervisors to approve for the work done on Polk Creek #9. **Plaughter made a motion to accept the invoice from TVCD for \$790.00. Motion was seconded by Foster. Motion carried.**

Unfinished Business

Ag Enhancement Program:

Roger reported on the following payments;

- R. Suan, \$800.00, NM
- T. Williams, \$308.00, Lime *totaling \$1,108.00*

Committee moved that we approve the payments as listed. No second needed. Motion carried.

Roger reported on the following cancellations;

- A. Reed, \$407.00, Lime
- R. Posey, \$1,200.00, Water *totaling \$1,607.00*

Committee moved that we approve the cancelations as listed. No second needed. Motion carried.

Jeff reported that the NRCS has been helping to get the water designs completed. Roger reported on the Senate Bill 265 passing, and said that the WVSCC would have recommendations for AgEP starting in July.

Polk Creek & Salem Fork OM & R: Jim Roy reported on the power company working to clear a right of way for the new power line going through on Salem Fork 11a, and wants to make sure that all the debris are cleared from the flood pool upon completion. Also, Jim reported that all the Debris made by Jaflo on Polk Creek 13 had been removed.

Policy Manual Review- Amendments: The board felt that the committee needed to take a look at this manual next FY, because of the new items going to take place with Guthrie. The board would review this in the future.

New Business

Mowing of Dams: The chairman reported on the Dam meeting that the supervisors had to review the estimated O&M costs provided by the WVCA for upcoming projects needed on both Polk Creek and Salem Fork. The Watersheds & Water Resources committee accepted the estimates for Salem Fork OM&R operation of the dams with a not to exceed price of \$10,700.00, and requested a not to exceed from TVCD.

The Watersheds & Water Resources committee also accepted the estimated amount for the OM&R needed for Polk Creek with a not to exceed price of \$30,615.00, and requested a not to exceed from TVCD.

The Watersheds & Water Resources committee accepted to bid out the Salem Fork hardware not to exceed \$50,000.00 for riser work on #9, #14, and #15

Engineering Contract Renew: The current engineering contract with CEC runs out on July 1, 2015. The board has an option of extending their contract with CEC for another 2 years or consider working with a new engineering company. The current contract on hand would stay exactly the same and would have no changes if the board would renew.

Randy Plaughter made a motion to extend the current contract for another two years. Motion was seconded by Larry Sponaule. Motion carried.

District Credit Card: The current debit card that the district has with Huntington is a direct debit with the General account. This is a conflict with accounting procedures. The board needs to look into getting a credit card with the district's name on it so that there can be a system of checks and balances. **Larry Sponaule made a motion to cancel the current debit card, and have the chairman of the Finance committee work with the DM to find a credit card that works, and report back at the next board meeting. Motion was seconded by Jim Foster. Motion carried.**

Board recessed at 10:53

Board came back to session at 11:00

Limespreader New/Old: There are 4 new spreaders that are paid for and ready to be used. However, there needs to be a system in place that can keep track of the revenue/expenditures of the spreaders, and also track the maintenance requirements. The new spreaders need to be added to the insurance policy, and they need to be painted with the district's information before they can be rented out. Once a policy is in effect and the spreaders are painted they can be rented. The new 2 ton will be going to Dobbins Tractor Sales in Gilmer County and the book work would be handled by Larry Sponaule's wife.

Conservation Farm Program: Supervisors need to be thinking of cooperators that would be good for the Conservation Farm Tour. The deadline for submission of a conservation farmer is May 29th, 2015.

Old Copy Machine: The board would put a news release in the paper that the copier is available for pick up, and it would be a first come first serve type of deal.

Correspondence:

Federal Energy Regulatory Commission
Agreed Upon Procedures Report- FY14 Audit
Minutes Budget and Finance Committee Mtg.

Funding Requests:

Letters of Request: There is one letter of request for the FY14 Audit for \$4,100.00. **Jim Foster made a motion to submit the LOR for FY14 audit reimbursement. Motion was seconded by Randy Plaughter. Motion carried.**

SPRP/EWP Project: Jim Roy reported on a project in Harrison County. The creek has 85% blockage, and the estimated cost from TVCD of removal and disposal of material is \$2,200.00. **Randy Plaughter made a motion to accept the not to exceed price from TVCD of \$2,200.00. Motion was seconded by Jim Foster. Motion carried.**

Board Member & Associate Supervisor Reports:

Larry reported on the 6th grade field day in Gilmer County. The students will be doing a map reading and navigating session, and the students need compasses for the session. Larry purchased compasses for .99 a piece totaling \$89.35. Larry is requesting reimbursement from the board for the purchase of the compasses. **Steve Hannah made a motion to reimburse Larry \$89.35 for the purchase of compasses for the 6th grade field day. Motion was seconded by Jim Foster. Motion carried.**

Belva reported that she cannot make it to the beef expo.

Jane reported on the Women in Ag meeting on April 8th at the office.

Jim Foster reported on the success of the grazing conference, and said that it was well attended. He commented that those that didn't make it truly missed out on a great opportunity.

Report of Cooperating Agencies:

NRCS: Jeff reported that Rex is back into the office as seasonal help. They have a total of 24 Farm Bill contracts. Jeff reported that Gary Bush attended the farm opportunities day and worked the NRCS display. Also, the NRCS would have a booth set up at the Beef Expo.

FSA: No one here to present today

Forestry: Chuck reported that the Forestry contest is set for May 20th, 2015 at Watersmith Park starting at 9:30 am.

WVU Extension: Bruce reported on being busy with the upcoming Beef Expo. Also, the people who did the helicopter brush application for a Lewis County cooperator will be back this month to check on the success of last year's application. Bruce thought that while they were here they could do some other tracts. Bruce said if the board knew of anyone interested to let him know.

WVCA Report: Kim reported on the FY 16 budget changes. She reported on the status of the senate bill 250 which effects AgEP. The bill has been signed by the governor and has passed. Districts are to be working on their FY 16 budget and we would be receiving a due date soon. Dam inspections are being completed this month. Supervisors are to be thinking about the conservation farm tour, and starting their audit procedures if they haven't already done so. District POW is due to the Agency by June 15th, 2015.

Robin reported on being thankful for Cheryl and that they had gotten a lot of stuff done in the office. She reported on the submission of one Century Farm.

WFCD Report: Cheryl reported that she was glad to be on board at the district. She has enjoyed her position so far and is hopeful that things will continue to be great.

Conservation Agreements:

Keith Cole- 12.1 acres- Gilmer County;
Donald B. Moore- 87 acres- Harrison County

Randy Plaughter made a motion to approve the above conservation agreements. Motion was seconded by Larry Sponaugle. Motion carried.

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

Meeting adjourned at 12:03

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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