

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
May 5th, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the May Board of Supervisors meeting to order on Tuesday, May 5th, 2015 at 9:02 a.m. 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: 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
Dinah Hannah, WFCD

Introductions:

Agenda Approval: Chairman made a recommendation to add a Century Farm for approval to the agenda under unfinished business. With this correction to the agenda, **Foster made a motion to approve the agenda as amended. Motion was seconded by McClain. Motion carried**

Public Comments:

Minutes: Foster/ McClain motion carried to approve the April 2nd, 2015 minutes as mailed.

Financial Report: The financial reports are in the Supervisors folders for their review for the District Bookkeeper General and CDO Funds report from April. The WVCA Year-to-Date Revenue and Expenditure Balance Report for March 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.**

Approval of Invoices and Payments: Here today, is an invoice from Tygarts Valley Conservation District for the EWP work done on Simpson Creek. The total amount is for \$1,930.50. **Foster made a motion to pay the invoice from Tygarts Valley CD. Motion was seconded by McClain. Motion carried.**

Unfinished Business

Ag Enhancement Program: Jim Foster reported on the following AgEP payments:

B.Stout, 20 tons, Lime, \$440.00
T.Hawkins, 61 tons, Lime, \$1,782.00
M. Shiflet, 2 tons, NM, \$800.00
J. Hull, 2 tons, NM, \$800.00
D. Romine, 2 tons, NM, \$800.00
V. Martin, 800#, NM, \$160.00
R. Garrett, 2 tons, NM, \$800.00
V. Posey, 1,156 ft, Fence, \$1,849.60
K. Hern, 730 ft, Fence, \$1,168.00
A.Ward, Water Development, \$1,000.00
K. Hern, Water Development, \$1,972.85 *totaling \$11,132.55*

Sponaugle made a motion to accept the following payments, Motion seconded by McClain. Motion carried.

Polk Creek & Salem Fork OM & R: Jim reported on the annual inspections of Salem Fork and Polk Creek Dam. In completing the inspections, Jim had found extra work that needed to be completed on both Salem Fork and Polk Creek. Jim had already got a not to exceed price from TVCD of \$12,500.00 to complete this work. **Foster made a motion to pay the not to exceed price of \$12,500.00 from TVCD for work needed on Salem Fork Dams. Motion was seconded by Osborne. Motion carried.** Jim had done the same for the work needed on Polk Creek and there is an estimated \$27,200.00 for the work needed on Polk Creek. **Hannah made a motion to accept the OM&R amount of \$27,200.00 for Polk Creek. Motion was seconded by McClain. Motion Carried.**

Policy Manual: The chairman had put together a committee to review the policy manual, and bring the changes to the board at the next meeting. The committee would have Jim Foster, Steve Hannah, Phil Osborne, Bill Coffindaffer, and Larry Sponaugle. The policy manual committee will meet on May 13th, 2015 at 9am.

Conservation Farm Contest: A district farmer needs to be turned into Kim by the end of May. Supervisors are encouraged to find a farmer and turn in their name by May 26th, 2015. The chairman set a date of May 28th, 2015 to be the projected tour date of the selected farmer's farm.

Century Farm: Terry and Helen Hardman in Lewis County have submitted a Century Farm application for 2015. **Foster made a motion to accept the Hardman farm as our Century Farm honoree for 2015. Motion was seconded by McClain. Motion carried..**

New Business

Summer Soil Sampler: Robin would contact Parker Osborne and see if he wanted to fulfill the position this summer and would set a starting date for him.

FY 16 Work Groups NRCS: Jeff reported on setting a date for WFCD local work group meeting. June 4th, 2015 will be the meeting date at 9am. Letters would be sent out from the district notifying the public of the meeting.

District Credit Card: Bill Coffindaffer had received an application from Citizen's Bank in Jane Lew, WV. The card would have the districts name on the card and Bill Coffindaffer would be the guarantor of the card. Also Cheryl Carlin and Jim Foster would be authorized users of the card. The limit applying for on the card shall be \$5,000.00. **Hannah made a motion to accept the application and have Bill Coffindaffer as the guarantor, and Cheryl Carlin and Jim Foster as authorized users. Motion was seconded by Collins. Motion carried.**

Lowes Credit Card: The District has a Lowes Card, and with the District having a credit card it was felt that the District did not need to have both cards. **Phil Osborne made a motion to cancel the Lowes Card. Motion was seconded by Larry Sponaugle. Motion carried.**

Women in AG: Jane reported on the Women in Ag Program and explained that the committee would have to reschedule their meeting. She thought that possibly they did not have enough time to plan the event and would look into hosting the event next year.

Sealed Bids-Weedwiper, Audit, Lime Spreader:

Old Lime Spreader Bids: Lime Spreaders were bid out to the 14 District's state wide, and currently there are two bids submitted from Greenbrier Valley CD, and Capitol CD. The Greenbrier Valley CD, bided \$1,000.00 for the 2ton spreader, and \$1,100.00 each for both the 4ton spreaders. Capitol CD bided \$2,158.00 for the 2ton spreader. **Foster made a motion to reject the currents bids submitted and bid the spreaders out to the public. Motion was seconded by Sponaugle. Motion carried.** The Chairman reported on the 2ton spreader having a damaged drive chain that needed replaced following a cooperators use that had rocks in his lime. The Board took a recess to observe the spreader and decide what needed to be done.

Board recessed at 10:10 am- Chairman Coffindaffer had to leave for the remainder of the meeting, and Vice Chairman Jim Foster would lead the remainder of the meeting.

Board back to session at 10:19am

Limespreaders continued- The Board decided to fix the 2ton spreader, and upon completion of the spreader being fixed all spreaders would be bid out to the public. Jim Foster's son would be able to fix the spreader for cheaper than buying a brand new chain. The cost of the materials needed and labor would be billed to the cooperator who damaged the spreader. Also, Jim would provide Robin with the verbatim to use in the news release bidding out the spreaders. Spreaders would be identified by painting numbers on them. Bids for the spreaders would be collected as sealed bids and would be received by June 30th, 2015. **Sponaugle made a motion to fix the 2ton spreader, bid all spreaders to the public, and have sealed bids submitted to the district office by June 30th, 2015. Motion was seconded by McClain. Motion carried.**

Weed Wiper bid: Two bids have been received for the Weed Wiper. A bid from Grassworks LLC for \$5,980.00, and a bid from King and Sons Equipment printed No-Bid as he does not have access to getting that form of equipment. **Sponaugle made a motion to accept the bid from Grassworks LLC, and purchase the Weed Wiper for \$5,980.00. Motion was seconded by McClain. Motion carried.**

Audit bids: Two bids have been received for a 3 year audit contract. One bid from Suttle and Stalnaker for \$15,450.00 for 3 years, and one bid from Lisa Thornburg for \$8,400.00 for 3 years. **Collins made a motion to accept the bid totaling \$8,400.00 from Lisa Thornburg and send a rejection letter to Suttle and Stalnaker. Motion was seconded by Sponaugle. Motion carried.**

FY 15-16 District Plan of Work: The Board agreed to move the review of the POW to the June board meeting. Supervisors are to review the POW they have before them today and make changes where they see necessary and bring them to the next meeting.

FY16 Budget Meeting: The Finance Committee would meet to discuss the FY 16 budget on May 13th, 2015 at 9 am at the Mount Clare office.

Correspondence:

DEP Pending Mine Permit
Westfield Insurance
Brickstreet Mutual Insurance Company
SCC Minutes April 14, 2015
Conservation Agency Financial Assistance Programs- Leg Rule

Funding Requests: none at this time

Letters of Request: CD Employee JFM 15- \$2,210.04, CD Accountant JFM 15- \$1,500.00, CD Internet JFM 15-\$316.79, State Match O&M 15- \$5,000.00, FY 15 Operating Grant 3rd allotment- \$4,393.00 **McClain made a motion to accept the following LOR's. Motion was seconded by Osborne. Motion carried.**

SPRP/EWP Project: none at this time.

Board Member & Associate Supervisor Reports:

Collins reported on the 6th grade Conservation Field Day at Cedar Creek Park and commented that they had an excellent feedback and the kids loved the T-Shirts.

Hannah reported on the WVACD Quarterly meeting and explained the National Grazing Lands Conference in Grape Vine, Texas. The Association will pay half of cooperators expense to go to the conference and possibly the districts would pick up the other expense. Interested individuals should submit their names to the Association.

Foster reported on the Envirothon and thought that the West Fork was represented very well. The kids were very happy about the accommodations and they had a great turnout. However, Jim felt that the attendance of teams was down tremendously from previous years. Moorefield was the team that won the contest, and Doddridge County came in 5th place.

Collins reported on the Beef Expo, and felt that the District had a bad response this year. The weather was bad and the people didn't seem to like the fly swatters. Possibly have pamphlets to pass out at next year's expo.

Report of Cooperating Agencies:

NRCS: Jeff had to leave for a field visit. Jared Nestor was present to report on Jeff's behalf. Jared reported on a HEL plan that needs Board approval today. **Hannah made a motion to accept the HEL plan application. Motion was seconded by McClain. Motion carried.** Jared reported that they have been busy with contract work, and they will be receiving a Pathways intern from Puerto Rico mid-June and she would be working out of the Weston office. Jeff has been working to find this intern a place to live while she is here, and Jared is requesting that if anyone knows of housing opportunities for this intern in Lewis County to let Jeff know as soon as possible.

FSA: no one here today

Forestry: Chuck reported that the Forestry contest is set for May 20th, 2015 at Watersmith Park starting at 9:30 am. He has three teams registered to date and looks to have a few more teams by the end of the week. Chuck would report to Cheryl by Friday May 15th, 2015 the final number of teams so she would be able to place an order for lunch.

WVU Extension: Bruce reported on the Field Day at Cronin's Farm last year, and commented that extension was planning on having another Field Day this year on June 27th, 2015 at Roger Nestor's farm. The Field Day would focus on grazing and fencing tactics. Bruce is requesting financial assistance from the district for this event. Bruce will put together a funding request to present at the next board meeting.

WVCA Report: Kim was present to report and she provided a paper report.

Robin reported on issues with maintenance on the equipment. Supervisors suggested the future soil sampler/summer intern would be able to do little maintenance work on the equipment. Robin also reminded the board that Brian would be at the office May 27th, 2015 to do the listening sessions.

Roger reported on the State AgEP meeting coming up on May 26th, 2015 in Flatwoods, WV. He thought that after this meeting once we have an idea of how the AgEP is going to be run that he would like to have an AgEP committee meeting within the district.

WFCD Report: Cheryl reported on the lime spreader logs and lease agreements that have been updated. She also wondered about the water supply inventory and pricing of the supplies. She reported on a leak in the roof of the out building. Jim Foster would come to address the issue and fix it. Cheryl reported that the Board needed to order ribbons for the Samara Contest winners. Cheryl would order necessary ribbons.

Conservation Agreements:

Lenna Marks- Gilmer County, 175 acres
Randy Riffle- Harrison County, 40 acres

Hannah made a motion to approve the above conservation agreements. Motion was seconded by Collins. Motion carried.

Set Date of Next Meeting: The next meeting will be held on June 2nd, 2015 in Gilmer County to begin at 9:00a.m.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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