

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
June 2nd, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the June Board of Supervisors meeting to order on Tuesday, June 2nd, 2015 at 9:00 a.m. Gilmer County Senior Center, Glenville, 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: Belva Junkins, WFCD
 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
 Parker Osborne, WFCD
 Ed Martin, WV Conservation Agency

Introductions: None at this time

Agenda Approval: Foster/ McClain motion carried to approve the agenda for today's meeting, June 2nd, 2015.

Public Comments:

Minutes: With no corrections or additions, the May 5th, 2015 minutes will stand approved as mailed.

Financial Report: The financial reports for May will be in the books for next month's board meeting as Melinda is out of the country on vacation. The WVCA Year-to-Date Revenue and Expenditure Balance Report for April 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: None at this time

Unfinished Business

Ag Enhancement Program: Roger Poling reported on the following AgEP payments:

M. Zinn, Lime, 150 tons, \$3,300.00
S. Beall, Lime, 127.68 tons, \$2,808.96
E. Stalnaker, Lime, 45 tons, \$990.00
J. Cole, Lime, 122.81 tons, \$2,701.82
C. Wellings, Lime, 87 tons, \$1,914.00
L. Chapman, Lime, 125 tons, \$2,750.00
J. Garrett, NM, 2 tons, \$800.00
W. Suan, NM, 2 tons, \$800.00
W. Hinter, NM, 2 tons, \$800.00
D. Cunningham, Fence, 2,210ft, \$3,536.00
J. Brake, Fence, 2,500.00, \$4,000.00
E. Bennett, Fence, 2,500.00, \$4,000.00
T. Quinn, Water, 1 Spring Development, \$1,100.73 *totaling \$29,501.51*

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

Roger Poling reported on the following AgEP cancelations:

J. Mills, Lime, 20 tons, \$440.00
S. Stark, Lime, 96 tons, \$2,112.00
R. Nutter, NM, 2 tons, \$800.00
R. Starkey, NM, 2 tons, \$800.00
J. Westfall, NM, 2 tons, \$800.00
J. Watson, Fence, 2,500ft, \$4,000.00 *totaling \$8,952.00*

The following practices would be canceled if paperwork has not been submitted by the June 5th, 2015 deadline. **Foster/McClain motion to cancel practices if paperwork is not received by June 5th, 2015. Motion carried.**

Chairman reported on the AgEP meeting in Flatwoods, and an email received from Jennifer Skaggs outlining the current changes within the AgEP program. Recommendations from the State AgEP Committee will go on to the State Conservation Committee to be approved. The State Conservation Committee will be meeting on July 14th, 2015. The recommendation from the State AgEP committee is as follows; the program would have two sign up periods July- December, and January- June. The districts would be able to determine the cost share rates, programs to use, and how to allocate their money. Chairman reported that there will be a conference call for represented board members to present the Boards request for FY16 AgEP funding. The WFCD Board wants to request option #3(\$129,000.00) from Kim's report. Chairman would be on call for that conference call and would report the Board's request.

Polk Creek & Salem Fork OM & R: Jim Roy reported on the TVCD Crew being present on Polk Creek site #9, and cleaned the debris from high water. They also did the mowing and cleaned the riser on Polk Creek site #13. Ed Martin reported on the upcoming contract work going to be completed on the Salem Fork Dams. There will be a job showing on June 23rd, 2015. Greg Linger from CEC will be on site at the showing to answer questions. CEC provides good quality work and will provide an excellent design for the contract. Ed continued to report that Gene Sauborn and Brian Farkas has requested for all Watershed Tech's to meet with all the dam owners and monitors concerning the Emergency Action Plans by the end of calendar year 15, so the Watershed tech's would be busy working on this project. The goal is to cut down on easement violations, and set a new baseline for any violations.

FY 15-16 District Plan of Work: Supervisors reviewed the POW, and made adjustments for FY16. Cheryl would update the POW with the current adjustments made, and provide supervisors with an updated copy at the next board meeting. Robin would submit the updated POW to Charleston by June 15th, 2015. Foster/ Sponaugle motion to approve the adjustments made to FY 16 POW. Motion carried.

Recess at 10:30

Board back to session 10:38

Policy Manual: The policy manual committee met in May, and produced an updated policy manual for FY 16. Supervisor per Diem and travel has been added to the policy as well as rearranging the education section and employee section. **Foster made a motion to accept the updated policy manual for FY16. Motion was seconded by McClain. Motion carried.**

Women in Ag: Robin had spoken with Veronica, and Veronica had mentioned that without co-sponsoring agencies that completing a Women in Ag day alone would be impossible. Working with co-sponsors provides more funding for the event. Northern Pan CD's Women in Ag teams up with NRCS, FSA, and Extension to host their event. The concern presented is having the funds to host a Women in Ag event. Thought was made on possibly sponsoring women from our District to attend the Women in Ag Conference hosted by WVU Extension at Canaan in October 2015, or Sponsoring that event as a whole. The committee would meet on June 17th, 2015 and bring a recommendation back to the Board at the next Board meeting in July.

New Business

Weed Wiper Policy: Discussion was made about the weed wiper, and the policy to be made. The AgEP Committee would meet after the board meeting today to discuss putting a policy together and hosting a pasture walk field day to demonstrate the use of the weed wiper. The weed wiper would be available for display at the WVU Extension field day on June 27th, 2015 at the H&N Farm in Belington, WV.

Field Day/ Pasture Walk: AgEp Committee will meet after the board meeting today to discuss the field day/ pasture walk events.

Old Lime Spreaders: Ads have gone out to the local papers on the spreaders. The minimum bid for the 4 ton spreaders are set at \$2,500.00, and the minimum bid for the 2 ton spreader is set at \$2,000.00. Bids would be submitted by June 30th, 2015. Discussion was made on repair of damage made to the new spreaders. Cheryl had printed pictures of the damages made and passed them around to the board to observe. Her question was if she was to bill this cooperater for his damages, or consider the damage as normal wear and tear. The Board considered the damage and recognized the damage as more than normal wear and tear and felt that the cooperater should forfeit his deposit. **Hannah made a motion to bill the cooperater \$50.00 for damages to spreader #3. Motion was seconded by Plaughter. Motion carried.** Cheryl would put together an invoice and send a letter this week.

Fall Banquet: The Board has set the date of September 24th, 2015 for their fall banquet. The banquet this year would be in Harrison County, and the Harrison County supervisors along with office staff would help in planning of the banquet.

Board break for lunch at 11:24
Board back from lunch at 12:02

Board Meeting Dates: Due to scheduling conflicts with the quarterly meeting the Board has moved the July meeting to July 9th, 2015 at the USDA Service Center in Mt.Clare, WV at 9 am. The August meeting will be on August 11th, 2015 at the Doddridge County Park at 9 am.

FY 16 Budget: The Budget and Finance Committee had met and proposed a General Budget and a CDO Budget for FY16. A copy of both budgets is provided in the Supervisors books for review today. **Foster made a motion to approve the FY 16 budget. Motion was seconded by Plaughter. Motion carried..**

Correspondence:

Cornerstone Bank Maturity Notice- With the maturity of the account coming up and the low interest rate on the CD. Steve recommend that the finance committee work to investigate other rates from other banks and move the funds. **Hannah made a motion for Chairman of the Finance Committee to research other banks. Motion was seconded by McClain. Motion carried.**

Ground Breaking Ceremony Gilmer County Elementary

Lowes Card Cancelation Letter

Updated Cellphone List Agency

Dam Owner Monitor Education Workshop

Minutes Envirothon Committee Meeting 3-27-15

DamWatch- NRCS

Minutes Budget Meeting 5-13-15

Minutes Policy Meeting 5-12-15

Funding Requests: Bruce Loyd has submitted a funding request of up to \$200.00 to cover costs necessary for the WVU Extension Grassland Field Day on June 27th, 2015 in Belington, WV. **Plaucher made a motion to sponsor \$200.00 for the Field Day. Motion was seconded by Osborne. Motion carried.**

Letters of Request: A total of 8 LOR's are here today for the Supervisor's per Diem/Travel totaling \$50,208.00, and FY 16 operating grants totaling \$38,900.00. **Plaucher made a motion to accept and submit the 8 LOR's. Motion was seconded by Foster. Motion carried.**

SPRP/EWP Project: none at this time.

Board Member & Associate Supervisor Reports:

Steve Hannah reported on Parker doing forage sampling along with soil sampling. He questioned if the Board was going to develop a structure on how to act on the forage sampling since the practice was going to be a 50/50 cost share. Bruce agreed to help with individuals in Lewis County understand the forage analysis reports, and Jeff agreed to help in Harrison, Doddridge, and Gilmer counties. Office staff would look into gathering information from Cumberland Valley Forage Center and Skyview Laboratories to set up a system for the forage sampling, and Parker would contact farmer's to promote our service this summer.

Report of Cooperating Agencies:

NRCS: Jeff reported on the local work group meeting taking place this Thursday June 4th, 2015. He reported on having a new intern for summer testing of soil and manure, and also having an intern coming in mid-June as a pathways employee. Jeff reported on participating in a Regional Conservation Tour that housed one farm from West Fork Conservation District. With the employment of Parker for summer soil sampling, Jeff is asking permission from the board for Parker to be able to ride in the NRCS vehicle when they went to farms. The NRCS state office has already approved it on their end. The general consensus of the Board is approval for Parker to ride with the NRCS if his services were needed at the destination NRCS staff would be traveling to.

FSA: No one was here to present today.

Forestry: Chuck reported on the Forestry Contest, and Ravenswood won the contest. June 3rd, 2015 is the State Forestry contest taking place in Morgantown, WV.

WVU Extension: Bruce reported on the helicopter spraying continuing to go well, and they have done well in the state. Bruce is hopeful that this spraying could become an annual event.

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

Robin reported on the audit taking place August 18 -20th, 2015. She also reported on the status of the credit card for the district. She explained if Supervisors needed to make purchases for the District that they needed to come to the office obtain a P.O. and pick up the Credit Card. Robin also reminded Supervisors to be thinking about a Grassland Farmer for the fall.

Roger reported on a grazing conference taking place in Lewisburg at Swift Level Farms on route 60, on June 15th, and 16th, 2015. If Supervisors are interested in attending see Roger for more information.

WFCD Report: Parker reported on being happy to be back at the District for soil sampling this summer.

Cheryl passed out a draft of the summer newsletter and requested the Supervisors let her know of any additions needed. She has been working on an updated price list for our water inventory supply. The price list from HD Supply of the items we have in stock are significantly higher than what we currently have. Cheryl is asking what she needed to do about the huge difference. The Board requested that she update the price list and adjust it with a 10% increase as stated in the policy manual.

Conservation Agreements: none present today

Set Date of Next Meeting: The next meeting will be held on July 9th, 2015 at the USDA Service Center in Mount Clare, WV at 9 am.

Meeting adjourned at 1:08 p.m.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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