

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
July 9th, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the July Board of Supervisors meeting to order on Thursday July 9th, 2015 at 9:00 a.m. At the USDA Service Center Mount 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: Tom Wilsoncroft, NRCS/WV Forestry
 Cheryl Carlin, WFCD
 Roger Poling, WV Conservation Agency
 Robin Ward, WV Conservation Agency
 Chuck Copeland, WV Forestry
 Dinah Hannah, WFCD
 Parker Osborne, WFCD
 Logan Keller, NRCS

Introductions: None at this time

Agenda Approval: Hannah made a motion to add Supervisor Perdiem and Travel under the financial reports. Motion was seconded by Osborne. Motion carried. **July 9th, 2015 agenda approved as amended.**

Public Comments:

Minutes: With no corrections or additions, the June 2nd, 2015 minutes will stand approved as mailed.

Financial Report: The financial reports for May and June are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for May 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 review on the General and CDO accounts. **Foster/Hannah Financial reports accepted and filed for audit.**

Approval of Invoices and Payments: Two invoices/payments from TVCD for the mowing of the Polk Creek and Salem Fork dams totaling \$10,795.00 are here today for approval. **Foster/Plaucher motion carried to approve and pay two invoices from TVCD totaling \$10,795.00.**

Supervisor Per Diem and Travel: Hannah reported on what was mentioned at the quarterly meeting. He commented on the current GSA rates and questioned Brian's policy. Hannah would contact Brian during the meeting and get clarification. Our policy manual would need to be changed to reflect the current GSA changes. **Hannah moved to review the policy manual's section 3 item A-2 and delete the current verbiage, and replace the verbiage with; "effective starting July 1, 2015, Supervisors and District Employee's meals and mileage would be reimbursed using current GSA rates, and lodging would be reimbursed at actual cost as per receipt submission with a zero balance. Meals would not be reimbursed unless overnight stay has been made. Per Diem would be paid at \$60/day, and \$30/ half day. Motion was seconded by Sponaugle. With one Abstention. Motion carried.**

Unfinished Business

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

R. Nutter, NM, 3,740 #, 20 ac \$748.00

J. Watson, Fence, 250 ft, \$320.00

J. Westfall, NM, 2,700 #, 13.5 ac \$540.00

S. Stark, Lime, 96 tons, \$2,112.00 *totaling \$3,720.00*

Foster moved to approve the payments. Motion seconded by McClain. Motion carried.

Roger reported on the new ranking process for all AgEP contracts. All contracts will be ranked regardless, and if a supervisor signs up all applications will be ranked by another district. The committee came up with the ranking questions, and if there was a tie it will come down to whoever signed up first. Roger asked to set up an AgEP meeting following the 14th to discuss the FY16 sign up. Discussion was made on the new sign up period and supervisors would like to get the ball rolling. **Sponaugle made a motion to have FY16 sign up period starting July 20th, 2015 – August 7th, 2015 and be advertised in local papers. Motion seconded by Plaucher. Motion carried.** The AgEP committee would meet on July 28th, 2015 at 9am at the USDA Service Center in Mount Clare, WV.

Polk Creek & Salem Fork OM & R: Covered in Approval of Invoices and Payments.

New Business

MOU for OM&R: Supervisors were provided a copy of the MOU at the April board meeting, and were directed to have comments to Kim Fisher by June 1st, 2015. The MOU

is here for approval today. **Foster made a motion to approve the MOU and submit signed approval to Charleston. Motion was seconded by Sponaule. Motion carried.**

Salem Fork Riser Renovation: Watershed Division could not be here today to report on this, and the Chairman provided the report. The job showing for the riser renovation on Salem Fork Dam was on June 23rd, 2015 with the bid opening on June 30th, 2015. The district received one bid for \$36,180.00. Gene Sauborn, Ed Martin, and Ed Cox have approved to move forward with Sand Hill LLC for the riser renovation on Salem Fork Dams. **Plaughter made a motion to approve the contract for the riser renovation on Salem Fork Dams with Sand Hill LLC for \$36,180.00. Motion was seconded by McClain. Motion carried.**

District Employee Apparel: When the Forestry Contest and Gilmer County Field Day t-shirts were ordered, Cheryl wanted district apparel for her to wear at the office and at district sponsored events. At the time when the shirts were ordered she agreed to pay the difference of the cost of her shirts. In response to this, the chairman felt that possibly the board would approve the cost of her apparel. **Sponaule made a motion to pay for Cheryl's apparel. Motion was seconded by Foster. Motion carried.**

Recess at 10:42

Back to session at 10:54

Weed Wiper Demos: Foster reported on the wiper demo that took place in Doddridge County and he said it was a successful demo. The before and after pictures are in the supervisors folders for review today. Gilmer County will have a demonstration on August 6th, 2015, at 1pm on Spruce Run Farm. Harrison and Lewis County will have their demonstration later on. Talk about cooperators in Harrison County have already been thought about. Chemicals for the demos will be provided by the district.

Sponaule/Osborne motion carried to provide up to 2.5 gal of Glyphosate for the demonstration, and also purchase Chem Clean to clean out the wiper.

Lime Spreader Bids: The Chairman called a committee meeting together to open and review the bids prior to the board meeting. Attached to the minutes is a bid opening chart and minutes from the committee meeting. The highest bidder for #4, and #3 was M.J. Boyer from Pennsylvania. The highest bidder for #2 was Bill Donaldson from Camden, West Virginia. The highest bidder for #3 was Patty Johnson from Bridgeport, WV. All individuals would be contacted. If the highest bidder backs out, the next highest bidder will be awarded the spreader. The next highest bidder on #4 for \$4,500.00 was Orton Contracting LLC from Pennsylvania. An invoice for the spreaders would be made and a letter in conjunction with the invoice would outline that the spreaders are sold in as is condition and sales are final. **Hannah made a motion to sell the spreaders to the highest bidder. Motion was seconded by Foster. Motion carried.**

Service Charges on Delinquent Bills: Cheryl reported on a cooperator not paying on time and questioned the service charge noted on the invoice we send out. She wondered what exactly the service charge was. Supervisors suggested not having a service charge

and revoking district privileges instead. **Sponaugle made a motion to deny district services after 90 days of an unpaid invoice, and subtract outstanding balances from AgEP payments. Motion seconded by McClain. Motion carried.**

Drill for Forage Sampling: The District drill for the forage sampling unit is old and it was thought that it was time to buy a new drill, or do not buy a drill and have the cooperators furnish a drill. **Sponaugle made a motion to buy a Dewalt drill with two rechargeable batteries. Motion seconded by McClain. Motion carried.**

Correspondence:

Project Update for the Nexus Gas Transmission
Cornerstone Bank renewal
Huntington Bank Depository Bond
Salem Fork Riser Bid Opening- Minutes 6/30/15

Funding Requests: none at this time

Letters of Request: There are four LOR's here today for approval. Accountant for April, May and June for a total of \$1,300.00, Internet for April, May, and June for a total of \$314.79 and CD Employee for April, May, and June for a total of \$4,082.21. Also here today is the FY16 AgEP allocation. Total amount is not yet known. For processing purposes, board approval is requested today. **Foster made a motion to accept and submit the stated LOR's, Motion was seconded by McClain. Motion carried.**

SPRP/EWP Project: none at this time

Board Member & Associate Supervisor Reports:

Foster reported on the ¼ meeting, and reminded supervisors to register for the NE Conference. He also informed that there will be a Legislative Breakfast in Charleston when Ag Day at the Capitol takes place on January 20th, 2016. All of the items used in preparing this breakfast will be WV grown.

The State Fair is from August 14th- 21st, 2015. They still need volunteers to help, and there is no vacancy at the Inn. The District needs to take their best display to be set up at the NE Conference. Jim would pick up the display before he left for the conference.

Hannah reported on Transfer Tax and changes to the law that will be presented at the next Quarterly meeting. He would like supervisors to become familiar with these changes and voice their opinions and vote on them at the next Quarterly meeting. Funding from the County Committee's will be tough.

A hitch/receiver will be needed to aid in the transportation of the Weed Wiper. **Sponaugle made a motion to purchase a hitch/receiver for the Weed Wiper. Motion was seconded by McClain. Motion carried.**

Report of Cooperating Agencies:

NRCS: Thomas Wilsoncroft was present to report on behalf of Jeff Griffith. Martin Crist with the DEP contacted the NRCS office regarding state funds available for streambank erosion control. He is looking for local support/input on targeting farms along Middle Island. He mentioned that his program would provide 60% of the funds for a project. They are still in process of ranking CSP contracts, and as of today they have ranked 17 applications. The State Conservationist position has been filled.

FSA: No one was here to present today.

Forestry: Chuck reported on the yellow poplar weevil sucking sap out of leaves, and that it shouldn't hurt trees unless they are already stressed. The Cicada's will be coming out next year. Steve McCarney retired, and Chuck will be taking on some of his responsibilities.

WVU Extension: No one was here to present today.

WVCA Report: Kim was not able to attend the meeting today, and she provided a paper report for supervisors to have in their folders today.

Robin reported on having a brief Women in Ag meeting after the board meeting today, and reported on having a nice vacation but was glad to be back, and reminded supervisors to be thinking about Grassland Farmers.

Roger reported on the field day and that he gave a very brief overview on AgEP programs available. Supervisors are allowed to apply for full cost share amounts.

WFCD Report: Cheryl reported on updating the inventory supply in accordance with prices provided by HD Supply. She added the 10% to the inventory, and it is ready to use. She reported on the summer newsletter being out, and she thanked the board for payment of her office apparel.

Parker reported on helping 18 cooperators so far, and has sampled the dams. He has over 200 samples sent in and processed.

Conservation Agreements: Three agreements are here today for approval.

Cole Stutler, 300 acres, Harrison County
Mark Benedum, 220 acres, Harrison County
Ryan McCoy, 162 acres, Harrison County

Foster/Sponaugle. Motion carried to approve the Conservation Agreements. Email Addresses will now be an added item to the application process.

Set Date of Next Meeting: The next meeting will be held on August 11th, 2015 at the Doddridge County Park, in West Union, WV at 9 am.

Meeting adjourned at 12:18pm

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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