

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
August 11th, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the August Board of Supervisors meeting to order on Tuesday August 11th, 2015 at 9:00 a.m. at the Doddridge County Park West Union, WV. The Pledge of Allegiance followed the call to order.

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

Others Present: Tom Wilsoncroft, NRCS/WV Forestry
Belva Junkins, WFCD
Jeremy Salyer, WV Conservation Agency
Cheryl Carlin, WFCD
Robin Ward, WV Conservation Agency
Chuck Copeland, WV Forestry
Dinah Hannah, WFCD
Parker Osborne, WFCD
Jared Nestor, NRCS
Jeff Griffith, NRCS
Tina and Dwight Moore, Doddridge County Cooperator's
Bruce Loyd, WVU Extension
Jim Roy, WV Conservation Agency

Introductions: Randy welcomed and talked about the county, and actions taking place in the county. Tina Moore was at the meeting today and talked about the envirothon, and her experience with her team this year. She passed out a quiz for the supervisors to take that reflected their knowledge of the envirothon.

Agenda Approval: Sponaugle/ Foster motion carried to approve the agenda for today's meeting.

Public Comments:

Minutes: With no corrections or additions, the July 9th, 2015 minutes will stand approved as mailed. Foster made a motion to recall the minutes from July 9th, 2015. Motion was seconded by Sponaugle. Foster would like to review the motion made of meals being reimbursed provided overnight stay has been made. Foster reported that he should be able to claim meals regardless of an overnight stay. The work and duties

required of a supervisor serving their counties should be rewarded by being able to claim meals. Plaughter and Collins felt the same way. Some of the supervisors feel that the agency is crowding their rights as a supervisor. **Sponaugle made a motion for the Finance committee to review the current per diem and travel policy of the Policy Manual, and make a recommendation to the Board at the September Board meeting. Motion seconded by Foster. Motion carried.** The Finance Committee would meet on August 26th, 2015 at 9am at the USDA Service Center Building in Mt. Clare, WV.

Financial Report: The financial reports for July are in Supervisor's books for review. The WVCA Year-to-Date Revenue and Expenditure Balance Report for June 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. **Financial reports accepted and filed for audit.**

Foster reported on State Farm paying out 1.3% of interest on CD's. He is asking permission from the board to look into the process of possibly putting the district's CD's in the care of State Farm. General consensus agreed to let Foster look into State Farm and find out information about their procedures. He would report back at the next board meeting.

Approval of Invoices and Payments: An invoice totaling \$4,000.00 dues to the WVACD is here today. The amount is budgeted in the CDO account. **Sponaugle made a motion to approve the \$4,000.00 invoice. Motion seconded by Plaughter. Motion carried.**

Supervisor Per Diem and Travel: In response to Foster's recall on the minutes from July 9th, 2015, Per Diem and Travel submitted from July 1 until today will have to follow under current guide lines as described in the FY 16 Policy Manual dated July 1, 2015. All Per Diem and Travel submitted today would be handed to Randy Plaughter for approval at the next Board meeting. Bill Coffindaffer would review and approve Randy Plaughter's Per Diem and Travel for the next Board meeting.

Unfinished Business

Ag Enhancement Program: Jeremy Salyer reported on talking with Jennifer Skaggs about the four additional applications that needed ranked. Jennifer is working on getting a technician from another district to help rank WFCD's outstanding applications. Jeremy recommends that the board approve the committee to approve the outstanding applications along with what is here today at a later date, so all applications will be approved at the same time.

Supervisors were worried about the time sensitivity in the stockpiling applications. Stockpiling applications are ranked and able to be approved.

Foster moved to approve Law and Stickle's Winter Grazing applications totaling \$2,000.00. Motion seconded by Plaughter. Motion carried.

Jeff Griffith commented that he was not sure of the accuracy of Stickle's ranking in the Winter Grazing application. He had spoken with Mrs. Stickle and is concerned that she is not sure how the program works. Jeff would like to see that all applications are ranked fairly, and would like to visit with Mrs. Stickle to make sure she understands the program.

Hannah moved to rescind the Motion to approve Law and Stickle's Winter Grazing applications. Motion seconded by Plaughter. Motion carried.

Hannah moved to delegate the approval authority to the AgEP committee pending receipt of final application rankings. Motion seconded by Plaughter. Motion carried. AgEP committee will meet on August 26th, 2015 at 11 a.m., at the USDA Service Center in Mt. Clare, WV.

Osborne commented on the system of this program, and is tired of having to go through all the tedious paper work needed to do a simple task. He would like to see a streamlined way of conducting this program, and other programs in the future. He would like to see fewer meetings and get business finished in a timely manner.

Polk Creek & Salem Fork OM & R: Jim Roy reported on the work being done on the Salem Fork risers. He commented that the risers are in the worst condition that he had ever seen, and is glad that work is being done on them. Roy commented that he would like to do some more mowing on the dams again this fall.

Fall Banquet: Belva reported on the Fall banquet this year, as it is to be held in Harrison County. Belva spoke with a few venues in Harrison County, and found that the Best Western in Bridgeport offered the best deal. For service of 80 people with decorations, audio, and set up, the cost would be \$1,675.95 service charge included. The meal would be plated, and baked steak would be the main course. Welcome and reception would be at 6pm, and the dinner would be served at 6:30pm. Belva would need to know the exact amount of people attending 3 days prior to the event. **Osborne made a motion to approve the Best Western in Bridgeport for the Banquet at a cost of \$1,675.95 for approximately 80 people. Motion seconded by Sponaugle. Motion carried.** The banquet would be on September 24th, 2015 at the Best Western in Bridgeport at 6 p.m.

Women in Ag. Tabled Motion: Foster made a motion to take the Women in Ag agenda item from February 2015's board meeting off the table. Motion was seconded by Sponaugle. Motion carried. Dinah reported on the women of the board, associates, and office personnel getting together and brain storming Women in Ag. It is too late to host an event this year, and there is not enough funds to host an event this year. The group had thought about sponsoring 2 women from each county to attend WVU Extension's Women in Ag event at Canaan in October, but there was concern about how

to fairly sponsor the women and what would we sponsor. (Registration and hotel, or just Registration), or sponsor the event as a whole.

Robin reported that there is a funding request from WVU Extension to sponsor the Women in Ag event as a whole. No action was made.

Osborne suggested that the committee come up with how they wanted to take care of the event, and come back to the next board meeting with a recommendation.

New Business

Doddridge County Watershed Association Account: Foster commented that he would like to continue to support them. **Foster made a motion to continue to support the Doddridge County Watershed Association. Motion was not seconded.** Robin explained the situation that has been going on with the Doddridge County Watershed Association and explained the action of the district previously doing book work for them. It was understood that years ago the district agreed to help this association with their finances until they established their 501c3 status. Robin does not feel comfortable being accountable for the Doddridge County Watershed Association's finances and spoke with the district accountant and recommends that if the Board wishes to continue to do the financing for the DCWA that they open an account with their name and ours on the account. Foster withdrew from his original motion. **Foster made a motion to send the Doddridge County Watershed Association a letter explaining that the WFCD will no longer act as a fiscal agent for them because of the liabilities present, and a check of the remaining balance in their account would be mailed to them in this letter. Motion was seconded by Sponaule. Motion carried.**

Honorary Member, Member at Large, Carroll Greene: Submission of individuals for these awards need to be submitted to the Agency by September 1st. Supervisors are encouraged to think about who they would like to nominate, and have these applications in on time. Foster would like to nominate Bill Coffindaffer for the Carroll Greene award. At this moment Coffindaffer stepped down as chairman and placed Vice Chairman Jim Foster in as chairman. **Foster made a motion to submit Bill Coffindaffer as the nominee for the Carroll Greene award. Motion was seconded by Plaughter. Motion carried.** Chairman was turned back over to Bill Coffindaffer.

Plaughter would like to nominate Denzil and Rita Huff, previous Gilmer County Supervisors, for the Honorary Member award. **Plaughter made a motion to nominate Denzil and Rita Huff. Motion was seconded by Sponaule. Motion carried.**

The District would not have a nominee for the Member at Large Award.

Grassland Farmer: Supervisors were asked to look for a grassland farmers. Jared Nestor recommended that Rick Nutter be recognized for Harrison County. Bill Coffindaffer commented on Betty Huffman's farm, and stated that the farm was very nice and would be a nice farm to recognize. Rick Nutter's farm would also be a nice farm to recognize.

Betty Huffman and Rick Nutter would be cooperators recognized in Harrison County for Grassland Farmers. Bruce Loyd mentioned that John Bob Spiker's farm is right in the area that they will be touring in Lewis County, and felt that his farm would be nice to look at for Grassland Farmer in Lewis County. John Bob Spiker would be looked at along with Betty and Rick. The farm tour would take place on Friday, August 28th, 2015. Supervisors would meet at the Jane Lew Fire Department at 9 a.m.

Correspondence:

DEP Pending Mine Permit Application
Minutes State Committee Meeting
Revised Policy Manual
Legislative Rule Title 63
AgEP Committee Meeting Minutes
Women in Ag Committee Meeting Minutes
Lime Spreader Bid Opening Committee Meeting Minutes

Funding Requests: There are three funding requests here today. WV Water Conference, DEP Youth Environmental Program, and WVU Extension Women in Agriculture at Canaan. **Hannah made a motion to approve payment of \$175.00 to the DEP for the Youth Environmental Program. Motion was seconded by Foster. Motion carried.** No action was taken on the other two funding requests.

Letters of Request: One LOR for State Match of O&M funds received from the Harrison County Commission for the Salem Fork Dams in the amount of \$7,000.00. **Foster/Plaugher motion to approve the State Match LOR.**

SPRP/EWP Project: Jim Roy reported on a SPRP project that is located on Jim Stutler's farm. There is 85% blockage. The estimated amount to fix the problem is approximately \$2,500.00. Jim Roy would work with TVCD crew to get a not to exceed price of \$2,500.00. **Foster made a motion to give Jim Roy approval to go to TVCD crew and get a not to exceed price of \$2,500.00. If the amount is under \$2,500.00 the Board would go ahead and pay the contract. If the amount was over, it would need to come back to the Board for approval. Motion seconded by Sponaugle. Motion carried.**

Board Member & Associate Supervisor Reports: Jane Collins reported on the Weed Wiper demo that took place in Gilmer County and how it was a big success despite the rain. They had a good turnout and a lot of people interested in our programs.

Phil Osborne reported on the next Weed Wiper demo taking place in Harrison County at the Ward Farm in Lost Creek, WV. The demo would be on August 24th, 2015 at 6 p.m. It may be a little tricky for people to get into the farm coming from south I79. WFCD will try to get signage made and put into place to help with directions.

Dinah reported on the NACD meeting last week at Canaan. The tour they had of the farm was wonderful! All in all, it seemed to be very well planned out. The FFA kids made a great meal. It was a farm to table type dinner, and it was very impressive.

Report of Cooperating Agencies:

NRCS: Jeff was present to report and provided a paper report.

FSA: No one was present to report today.

Forestry: Tom reported on hosting a woodland cooperator this year. They have a good candidate from Doddridge County. Mr. Todd McConnell. They also have a candidate from Harrison County. Tom will make the recommendation at the next board meeting. Chuck passed out the annual report and discussed the report.

WVU Extension: Bruce reported on his Weed Wiper that he had purchased for the Lewis County Extension office. One person had used the wiper and ruined it. Bruce is wondering with all the programs the District has going on with their new weed wiper, that possibly the District would be interested in having another wiper. Bruce is currently working on fixing the wiper that he has, and once it is fixed it would be ready to go.

Osborne made a motion for the District to financially assist Bruce in getting the wiper repaired, and then upon repair, house the wiper at the District. Motion seconded by Foster. Motion carried. Bruce would send an invoice by the end of the week to Robin.

WVCA Report: Jeremy was present to report, and provided the supervisors a paper report.

Robin reported that they had been busy in the office with sign ups. Cheryl has been very helpful and has learned a lot about the process and caught on quick. Robin thanked Jeff for the support of his staff during sign up period, and thankful for their assistance.

WFCD Report: Cheryl reported on the first sign up period, and she felt that it was crazy and realized how much of a partnership all the agencies are to each other. She is thankful that the sign up period is over, but enjoyed being able to help.

Parker reported on helping 35 total cooperators this summer, and completed two forage samples. He thanked the cooperating officers for the help and support this summer, and hopes that everyone has a good rest of the year.

Conservation Agreements: Five agreements are here today for approval.

Matthew A. Heckert, Lewis County, 158 acres

Betty Huffman, Harrison County, 109 acres

Douglas Mazer, Harrison County, 114 acres

Brad Taylor, Lewis County, 158 acres

Michael E. Venettozzi, Harrison County, 65 acres

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 September 1st, 2015 at the USDA Service Center, Mount Clare, WV.

Meeting adjourned at 12:04pm

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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