

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
September 1st, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the September Board of Supervisors meeting to order on Tuesday September 1st, 2015 at 9:00 a.m. At the USDA Service Center in Mount Clare, WV. The Pledge of Allegiance followed the call to order.

Supervisors Present: William Coffindaffer Jane Collins
James Foster Steve Hannah (via Conf. Call)
Phil Osborne Bill McClain
Randy Plaughter (via Conf. Call) Larry Sponaugle

Others Present: Zomarys Dumeng, NRCS
Cheryl Carlin, WFCD
Robin Ward, WV Conservation Agency
Chuck Copeland, WV Forestry
Dinah Hannah, WFCD (via Conf. Call)
Jeff Griffith, NRCS
Bruce Loyd, WVU Extension
Jim Roy, WV Conservation Agency

Introductions: Steve Hannah, Dinah Hannah, and Randy Plaughter are present today on conference call. Jeff introduced Zomarys pathways employee from Puerto Rico to the Board.

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

Public Comments: None Today

Minutes: With no corrections or additions, the August 11th, 2015 minutes will stand approved as mailed. Sponaugle/ McClain motion carried to approve minutes. Foster commented on his role at the last Board meeting to look into State Farm paying higher rates for CD's. Foster is reporting today that State Farm is only paying .05 on a three year CD.

Financial Report: The financial reports for August will be in supervisor's books next month, as Melinda has experienced an immediate family member passing and could not get to the financials in time. The WVCA Year-to-Date Revenue and Expenditure Balance Report for July is here today and Supervisors have a copy of it in their files. The report will be filed for audit. **Foster/ McClain motion carried to file financial reports for audit.**

Approval of Invoices and Payments: An invoice from Sand Hill LLC is here today for approval. The invoice total from Sand Hill LLC is in amount of \$36,180.00. **Sponaugle motion to approve and pay the invoice from Sand Hill LLC pending verification from WVCA. Foster seconded the motion. Motion carried.**

Supervisor Per Diem and Travel: Chairman reported that Plaughter had reviewed Foster's expense account, and Plaughter had found a discrepancy in the amounts that he was claiming. Chairman then asked Foster to report his expense account for the month of July. Foster reported that in his attendance to the quarterly meeting supervisors were informed that GSA rates would cover meals. The GSA rate did not cover the meals, and Foster had the meals charged to his room. Foster commented that he was instructed to have his meals charged to his room. **Sponaugle made a motion to approve Jim Foster's July Travel and Per Diem expense account as submitted with the corrections made by Plaughter totaling \$1,266.11. Motion seconded by Osborne. Motion carried.**

Chairman Coffindaffer reported on the Supervisors July Travel and Per Diem expense accounts:

Larry Sponaugle \$117.50
Steve Hannah \$421.01
Bill Coffindaffer \$336.97
Randy Plaughter \$266.25
Bill McClain \$87.58
Jane Collins \$303.43 *totaling \$1,532.74*

Foster made a motion to approve the following Per Diem and Travel expense accounts totaling \$1,532.74. Motion seconded by Sponaugle. Motion carried.
Total amount to date including Jim Foster's expense for Per Diem and Travel expense paid is **\$2,798.85**

Unfinished Business

Ag Enhancement Program: Foster reported that the AgEP committee met on August 26th, 2015, and approved the following practices for the FY16 sign up period:

P. Bonnett, 26.2 acres, Lime, \$1,586.20
A. Hartshorn, 50 acres, Lime, \$3,300.00
V. Woodford, 50 acres, Lime, \$3,300.00
S. Mason, 50 acres, Lime, \$3,300.00
W. Donaldson, 49.47 acres, Lime, \$3,265.02
D. Bonnett, 50 acres, Lime, \$3,300.00
M. Benedum, 48.05 acres, Lime, 2,707.98
C. Jones, 20.59 acres, Lime, \$1,200.40

T. Loudin, 50 acres, Lime, \$3,045.21
R. Starkey, 28.3 acres, Lime, \$1,649.89
R. Freshour III, 4.05 acres, Lime, \$236.12
M. Zinn, 50 acres, Lime, \$3,000.58
A. Stickel, 50 acres, Lime, \$2,602.60
L. Chapman, 38.91 acres, Lime, \$2,055.90
J. Brake Jr., 40 acres, Lime, \$2,112.00
S. Dolly, 47.8 acres, Lime, \$2,675.64
M. Heckert, 32.5 acres, Lime, \$1,529.00
W. Ashcraft, 26.8 acres, Lime, \$1,236.40
J. Spiker, 32 acres, Lime, \$1,408.00
T. Bond, 33 acres, Lime, \$1,584.00
B. Huffman, 18 acres, Lime, \$821.70
J. Henderson, 50 acres, Lime, \$2,200.00
B. Taylor, 24.2 acres, Lime, \$1,064.80
W. Cather, 50 acres, Lime, \$2,200.00
R. Hardman, 38 acres, Lime, \$1,672.00
R. Shields, 11.63 acres, Lime, \$511.72
A. Stickel, 10.5 acres, NM, \$420.00
B. Taylor, 20 acres, NM, \$800.00
R. Hardman, 18 acres, NM, \$720.00
J. Spiker, 20 acres, NM, \$800.00
R. Freshour, 19.7 acres, NM, \$790.00
W. Ashcraft, 20 acres, NM, \$800.00
R. Shields, 10.15 acres, NM, \$406.00
J. Henderson, 20 acres, NM, \$800.00
W. Cather, 20 acres, NM, \$800.00
E. Law, 25 acres, WG, \$1,000.00
A. Stickel, 25 acres, WG, \$1,000.00
J. Brake Jr., 1750', PDF, \$2,800.00
R. Wentz, 300', PDF, \$480.00
S. Dolly, 2000', PDF, \$3,200.00
A. Stickel, 2200', PDF, \$3,520.00
A. Ward, 2500', PDF, \$4,000.00
R. Sheilds, 1500', PDF \$2,400.00
D. Mazer, 2500', EF, \$4,000.00
A. Ward, 450', EF, \$720.00
D. Hill, 1750', EF, \$2,800.00
B. Huffman, 2TR, WD, \$2,000.00
M. Benedum, 2SD, WD, \$2,400.00
J. Richards, 1SD,1T, WD, \$2,200.00
M. Heckert, 1SD, WD, \$1,200.00
R. Sheilds, 2SD, WD, \$2,400.00
A. Skidmore, 1SD, WD, \$1,200.00
T. Bond, 1SD, WD, \$1,200.00
D. Mazer, 1SD, 1T, WD, \$2,200.00 *totaling \$100,621.16*

Foster commented that the committee did over allocate around \$14,000.00 as they were taking into consideration that in years past 15% of cooperators did not complete. Foster reported that he is not happy with the process of qualifying individuals for these programs. Newcomers into the program are not getting approved, and it is the same bunch of people still getting approved. The ranking system has got to be changed.

Jeff Griffith agreed with Jim on the ranking process needing to change.

Robin reported that she had spoken with Jennifer, and she said that the comment period is open, and supervisors that had recommendations or ideas to any of the AgEP system, to jot them down and turn them in

Hannah suggested for the Board to make a meeting for everyone to come together and discuss their comments for the ranking system of AgEP. Board thought to discuss that in a slower period of time possibly during the winter.

Jeff reported that the NRCS will do the water designs for the AgEP contracts, he thinks that within a week they will have them complete. Jeff thought that today or tomorrow is the time to put the fertilizer on for stockpiling

Polk Creek & Salem Fork OM & R: Jim Roy reported that the riser work on the Salem Fork Dams has been completed and they look really nice. The CEC engineer recommended that the risers on Salem Fork be sealed. Sand Hill LLC said they could seal the risers for 6,000.00. Watershed managers and the Chairman worked to have that completed cheaper. TVCD work crew could do the work for \$2,500.00. Supplies needed to complete the sealing of the risers would be in excess of \$595.49 of the original not to exceed \$2,500.00. To avoid the bidding out process, this procedure was made. TVCD work crew should have the riser sealing completed today.

The earth work on Polk Creek has not been done yet. The crew looks to start working on that in the near future.

Chairman reported that Jim has been doing an excellent job of keeping the Board up to date on the O&M operations taking place.

Jim Roy reported that the trough on Pope's farm has been fixed, and an invoice for that repair should be coming shortly. Also, there will be an additional invoice coming from CEC for inspection work on the Dams.

An invoice from the City of Weston is here today for the channel work done. The Board would like to hold off on this contract until the next Board meeting.

Fall Banquet: Belva reported that everything is a go, however, she wondered if we would need the sound system. The Board responded that we will need a sound system and projector if possible. Jeff has a projector if need be. The Board is hopeful that we will

have two Woodland Cooperators for our banquet. Tom would provide Robin with the information, and Robin would get in contact with the Woodland Cooperators. Coffindaffer reported that he had spoken with Robin about inviting Mike Riffle, the farm hand that helps Betty Huffman, to the Banquet. He is wondering if the Board felt it was alright to invite him as he puts in a lot of work at the Huffman farm. The Board feels that it would be alright to invite Mr. Riffle.

In addition to Mr. Riffle, County Commissioners, Legislators, WVCA Personnel linked to District functions, NRCS Personnel linked to District functions, Don Wikert, Gilmer County 6th Grade Field Day volunteers, Div. of Forestry Personnel linked to District functions, Vo-Ag teachers who participated in District functions this year, and Cooperators that hosted the Weed Wiper demonstrations would be invited to this year's banquet, along with the Century Farm recipient and Grassland Farm Award recipient. Robin and Cheryl would work together to get the invitations sent out by the end of the week. Cheryl would look into ordering the signs. Dinah Hannah volunteered to donate the mums again this year for door prizes, and Belva and Dinah would work together on getting the mums organized. The Best Western is taking care of the table decorations, and they will have everything set up. The flyswatters that were purchased for the Beef Expo will be handed out at the banquet. The banquet is on September 24th, 2015 at the Best Western in Bridgeport, WV.

Women in Ag.: Cheryl reported that the ladies failed to meet after the last board meeting, and we sent out an email covering what the three options would be and for the women to email back what they wanted to do. The majority vote was to hold funds and host our own event.

Board members discussed that if the women of the board were wanting to hold back funds and host an event that funds would have to be budgeted for the event, and a committee would have to be arranged to organize the event.

Chairman assigned the Women in Ag. Committee and the members that would serve on the committee. Chair of the committee would be Jane Collins. Dinah Hannah, Belva Junkins, Cheryl Carlin, Robin Ward, Zomarys Dumeng, and Rebecca Flannagan would make up the committee.

Discussion was made on sponsoring women to attend this year's WVU Extension Women in Ag. Jane wondered if the District would pay for her to go. If the District sponsored the event at the entry level of \$100.00 to have a booth set up, then the District could pay for Jane to attend the conference. The Board couldn't decide on sponsorships at the moment, and no action was made on sponsoring the WVU Extension event as a whole, or to sponsor women from the counties in our District to attend.

New Business

POW Review: Supervisors reviewed their Plan of Work, and commented where they have been successful to date, and items that need more attention. Items that have been

very successful are AgEP, Agriculture Education Programs and Demonstrations, News releases, promotion of programs within the District, and Technical Assistance. Revisions to the POW would be made and a hard copy would be kept at the District office. The next date of revision would be December 1st, 2015.

Policy Manual-Supervisor Per Diem and Travel Amendment: Plaugher reported on the Finance Committee meeting held on August 26th, 2015. The motion that came out of committee read that as of **September 1, 2015 Travel and Per Diem rates would be the original rates of Breakfast at \$6, Lunch at \$9, and Dinner at \$15, and mileage would be reimbursed at .51cents/ mile. If conference amounts exceed those amounts then it requires Board approval prior to that meeting. WVCA Per Diem and Travel sheets would be used. Out of State travel would still need Prior Board approval.** Since the motion came out of committee it does not require a second. **Sponaugle made a motion to amend the committee's motion to include verbiage that states payment will follow GSA rates if conference amounts exceeds regular rates. Motion was not seconded.**

Osborne made a motion to amend the committee's motion to strike out the verbiage that states "if conference amounts exceed those amounts then it requires Board approval prior to that meeting." Motion seconded by Foster. Motion carried.

Hannah suggested that there should be language added to state that meals may be charged on a daily basis regardless of overnight stay being made.

Plaugher made a motion to add to the Supervisor Per Diem and Travel policy that individual supervisors may charge for meals during meetings at their discretion regardless of overnight stay being made. Motion seconded by Sponaugle. Motion carried.

Robin would work to update the Policy Manual and have new copies out to the supervisors at the next Board meeting.

Correspondence:

Minutes from Envirothon Meeting
Minutes from AgEP Meeting
Minutes from Finance Committee Meeting
Registration Quarterly Meeting
Thank You from the WVACD for attendance to NE Conference
Thank You from Jane Collins

Funding Requests: none at this time

Letters of Request: none at this time

SPRP/EWP Project: TVCD work crew has given a not to exceed price of \$2,200.00 for the work needed on Stutler's Farm. Jim had told them to go ahead with the work, and Robin should be receiving that in the mail shortly.

Board Member & Associate Supervisor Reports:

Foster reported on a Waste Water Treatment Plant being built in Doddridge County.

Osborne reported on an acid mine drainage system being put in off of route 50. Osborne thought that it may be a good idea for some supervisors to go over to the site and take a look at the facility. They are building a whole system of sedimentation; a sort of Mine reclamation. Osborne will look into contacting the superintendent of the job to go look at it.

Report of Cooperating Agencies:

NRCS: Jeff reported with a paper report.

FSA: no one present to report

Forestry: Chuck reported on a group of 20 guys that went out to Oregon to help with the forest fires. Possibly another group may go out again at a later date.

WVU Extension: Bruce reported on the Round Up taking place at the Mill in Lewis County on the 16th-20th of September. He encouraged us to remind those renting the weed wiper that brush and weeds can still be sprayed before the frost. It is important to make sure that the plants are still growing. If the plants look dried and stressed do not treat them. Bruce reported on Chaparral herbicide being a good over all general purpose weed killer. It is easy to use and kills a wide spectrum of weeds, and is not a restricted use chemical. Now is a good time of year to control black berry plants and other broad leaf plants.

WVCA Report: Jeremy was not here to report, and Robin reported on information he wanted her to report. Jeremy's report stated that the budget for next fiscal year will remain the same, there will be no increases or cuts. Also, the farm tours have been completed.

Robin reported on fixing the Policy Manual. She had placed a section in there that describes the flow of turning in Travel and Per Diem. Robin had asked supervisors to look over the section that she had put in, and for them to report to her of any suggestions or issues that needed fixed. Supervisor's agreed with the procedure in the Manual and will try out the processing and see how it goes.

WFCD Report: Cheryl had to step out to help a cooperator. Robin reported on behalf of Cheryl. Cheryl had a card for the Law family for the Board to sign.

Conservation Agreements: One agreement is here today for approval.

Pete Grinder, Lewis County, 160 Acres

Sponaugle/Mcclain 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 October 6th, 2015 at the USDA Service Center Mount Clare, WV.

Meeting adjourned at 11:22am

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

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