

Dave Snowden- FY15 Audit Report: Dave passed out the draft report of the current audit being performed for FY 15. He told the Board that he can take questions on anything he reported and be happy to help the Board. Overall the District is doing a good job of keeping track of financial transactions. However, Dave recommended that the Board request the cancelled checks be reported monthly, and to get with Cornerstone and have some sort of statement sent to the District reporting the interest accrued on that CD. Also, Dave advised the Board to review and update the depreciation schedule. Dave would prepare a final report for the Board to approve.

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

Public Comments:

Minutes: With no corrections or additions, the September 1st, 2015 minutes will stand approved as mailed. Foster/ McClain motion to approve minutes

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

Hannah reported on possibly meeting with Melinda to tighten up confusion on the financial reports. He would like to have better reporting on the financial statements.

Approval of Invoices and Payments: An invoice from Tygarts Valley Conservation District from riser work of the Salem Fork Dams, and mowing of both the Salem Fork and Polk Creek Dams is here today. The invoice total is \$6,497.50. **Foster/Sponaule motion carried to approve and pay Tygarts Valley Conservation District.**

Supervisor Per Diem and Travel: Treasurer, Randy Plaughter, reported on Supervisors Per Diem and Travel expenses for the month of August:

Richard Steve Hannah	\$1,073.23
James Foster	\$1,605.36
William Coffindaffer	\$1,235.65
Rebecca Jane Collins	\$1,544.83
Philip Osborne	\$ 629.46
William McClain	\$ 184.77
Larry Sponaule	\$1,265.68
Randy Plaughter	\$ 358.44 <i>totaling \$7,897.42</i>

Total amount spent to date: \$10,696.27

Report came out of committee and does not require a second.

Board took recess at 10:19am
Board back to session at 10:30am

Unfinished Business

Ag Enhancement Program: The Ag Enhancement committee met on September 16th, 2015 and September 24th, 2015 to review and amend a few contracts. The following contracts have been amended:

M. Heckert, 1 Spring Development → 1Pipe and Trough \$1,000.00
B. Huffman, 2Pipe and Trough's → 1Spring Development & 1Pipe and Trough \$2,000.00
D. Mazer, 1Spring Development & 1Trough → 2 Pipe & Troughs \$2,000.00
C. Jones, Lime, \$1,200.40 → \$1,200.32
T. Loudin, Lime, \$3,045.21 → \$3,045.24
R. Starkey, Lime, \$1,649.89 → \$1,649.78
R. Freshour III, Lime, \$236.12 → \$236.06

Steve Hannah made a motion to approve the contracts as amended. Motion seconded by Larry Sponaugle. Motion carried.

James Foster reported on the following AgEP Payments:

R. Starkey, Lime, 68.46 Tons, \$1,506.12
S. Dolly, Lime, 96 Tons, \$2,112.00
T. Bond, Lime, 28.27 Tons, \$621.94
M. Benedum, Lime, 123.09 Tons, \$2,707.98 *totaling \$6,948.04*

The report comes out of the AgEP committee and does not require a second. Payments approved by payment.

Jeremy reported on completing the FY15 AgEP spot check for WFCD. The SAGE Check report matched the data base report. A total of 94 payments were made in FY 15 totaling \$156,933.30. The only issue that arose from the spot check was that Bryan Smith was not recorded in the minutes for payment. Next year the spot check report will be different to reflect the changes in FY16's AgEP program. Jeremy passed out a report of the spot check to the supervisors along with a spread sheet of the AgEP files pulled for review. Jeremy is asking the Board to approve his AgEP spot check report and asked if they had any questions about the spot check. **Randy Plaughter made a motion to accept and approve Jeremy's spot check. Motion was seconded by Bill McClain. Motion carried.**

Foster made a recommendation that a reminder letter be sent to the cooperators that did not make it in to sign their contracts except the stockpiling/winter grazing applications as their contracts are time sensitive. The Board agreed to extend the time for the cooperators to come and sign their contracts. **Randy Plaughter made a motion to remove the September 18th deadline for contract signature except winter grazing applicants, and send a reminder letter to those cooperators who did not make it in to sign their contracts. Motion seconded by Jim Foster. Motion carried.**

Polk Creek & Salem Fork OM & R: Chairman Coffindaffer reported on working with Jim Roy to wipe some of the weeds on the dams with the District weed wiper, and looked like they had a great success. Jim Roy reported on the logging company that was in violation of the easement on Salem Fork dam site #14. Jim had found the company the day they were going to start work and stopped them from continuing work until they provided the proper documentation. Later that week Jim had seen that the logging company had found an alternate route, and were no longer in violation of the dam easement. Jim reported that the dams look good and there was still some earth work to be performed on Polk Creek.

New Business

Public Meeting for Watershed Dam Owners: The Agency is wanting to schedule a meeting in January sometime for the Salem Fork dam owners. Their goal is to discuss the major O&M work completed this summer and inform them about the dams. Phil Osborne wondered about putting together some type of bio to have at the office about the dam owners and something to send to the dam owners. He wanted something like the annual report only about the dams. Since the agency was having a dam meeting, supervisors will attend the meeting the agency puts together.

Annual Banquet Review: Randy Plaughter felt that the banquet was successful. He is hopeful that in the next year that we would be able to have students attend the banquet again. Jeremy reported that there is no change to date in the funding capabilities of the District. However, the "Code Committee" has met and they will have a report at the annual meeting in Flatwoods at the end of the month. Bill Coffindaffer felt that the banquet was a great success and felt that the facility was wonderful and a great place to have the banquet.

Correspondence:

AgEP Committee Meeting September 16th, 2015
Thank You from Bernadette Law

Funding Requests: none at this time

Letters of Request: There is one letter of request here today. The CD Employee support for July, August September 2015. The total amount for the LOR is \$3,896.67.

Foster/Plaughter motion carried to approve CD Employee JAS 2015 LOR.

SPRP/EWP Project: Jim Stutler's project has received a not to exceed price from Tygarts Valley CD for \$2,200.00.

Board Member & Associate Supervisor Reports: Jim Foster reported on wanting to get some sort of sign made for cooperators to display on their barns stating their cooperation with the district.

Discussion was made on having snacks at the Board meeting. With the reimbursement of meals for Supervisors coming to the District, it is questionable about the accountability of using District funds to purchase Board meeting snacks. Also, with this concern Melinda has asked for supervisors to submit receipts if they wish to claim meals. Some supervisors do not want to turn in receipts as they have never had to turn in receipts before. Jeremy advised that if Supervisors wanted snacks for the Board meeting, it would be best for them to rotate every meeting and chip in on snacks routinely. The Chairman felt with these concerns, and the concerns that Steve Hannah had earlier about the financial reports, that the Finance Committee should set a time to meet with Melinda and clear up all the confusion. Robin would check with Melinda on dates that she would be available, and report back to the supervisors.

Report of Cooperating Agencies:

NRCS: Jeff reported early as his staff is putting Betty Huffman's spring in today. Jeff reported his pathways employee has received a full time position as a soil conservationist located in the Weston office. Thomas Wilsoncroft will also be relocating to Weston as a soil conservation technician. NRCS completed 4 feed pads and waste storage facilities during the past few weeks. He and Rebecca attended the Bridgeport Farmers Market on September 27th, 2015. Jeff reported on the summary of the end of their FY15 that there were 35 Farm Bill contracts obligated, 11,000 acres of conservation plans written during 2015, over 6500 acres of conservation practice applications through the EQIP program, and 4600 acres of conservation practice applications through the CTA program.

FSA: no one present to report

Forestry: Chuck reported that one reconnaissance was conducted to make recommendations. One Stewardship plan covering 58 acres was written. A presentation was given to the 5th and 6th grades at Leading Creek Elementary School on Invasive Species.

WVU Extension: Bruce reported that in light of the conversation earlier with the auditor concerning equipment numbering and tracking, that he would provide the District with a sales slip of the weed wick the District has taken from Lewis County extension. Bruce has the four wheeler rack with him today. He reported on cattle sales currently in full swing and prices are steadily coming down. Also, October 23 and 24, 2015 is the Women in Ag Conference at Canaan Valley.

WVCA Report: Jeremy provided the Board with a paper report and reported that Brian is requesting for District's to submit their Policy Manuals. Billy Wolfe is the new communication's specialist that will replace Andrew Stacy's position. The next Grazing Land Steering Committee meeting is on October 9th, at 10 am at the Steer Steakhouse in Weston.

Robin reported that the State Match O&M LOR money is here today and it will be transferred into the interest bearing account today for \$7,000.00 covering the Salem Fork Dams. She also has the financial book here today that has all of the financial transactions that took place for the month of September and asked the Supervisors to initial the bank statements.

WFCD Report: Cheryl reported on cooperators not liking the baffles and was concerned about what to do with them. Supervisors felt that cooperators should use the baffles if they are spreading fertilizer. The baffles will be kept outside at the District. Cheryl had completed the annual report and passed out a copy for them to have in their books. She has ordered more water supplies, and the lime spreaders have been very busy this fall.

Conservation Agreements: two agreements are here today for approval. Foster/Plaugher

Josh Garton, Lewis County 180 acres
Keith Swisher, Doddridge County 50 acres

Foster/Sponaugle. Motion carried to approve the Conservation Agreements.

Set Date of Next Meeting: The next meeting will be held on November 3rd, 2015 at the USDA Service Center Mount Clare, WV.

Respectfully submitted,

Jane Collins, Secretary

William Coffindaffer, Chairman

**Minutes Recorded by Robin Ward; District Manager, West Fork CD
Meeting Adjourned at 11:46 a.m.**