

**WEST FORK CONSERVATION DISTRICT
BOARD OF SUPERVISORS
November 3rd, 2015**

MINUTES

With a quorum being present, Chairman Coffindaffer called the November Board of Supervisors meeting to order on Tuesday November 3rd, 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:

Cheryl Carlin, WFCD
Robin Ward, WV Conservation Agency
Jeremy Salyer, WV Conservation Agency
Chuck Copeland, WV Forestry
Jeff Griffith, NRCS
Bruce Loyd, WVU Extension
Jim Roy, WV Conservation Agency

Introductions: none today

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

Public Comments:

Minutes: With no corrections or additions, the October 6th, 2015 minutes will stand approved as mailed. Foster/ McClain motion to approve minutes

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

Approval of Invoices and Payments: A total of 4 invoices are here today for approval. Two invoices totaling \$1,022.50 for earthwork done on the Polk Creek Dams payable to Tygarts Valley CD. An invoice payable to the West Fork CD general account for expenses with the Salem Fork Riser work totaling \$404.50. Lastly an invoice for

\$2,800.00 made payable to Lisa Thornburg CPA for the completion of the FY 15 Audit. **Sponaugle/Foster motion to approve 4 invoices. Motion carried.**

Foster would like to have a recap of the expenditures on both the Salem Fork and Polk Creek watershed dams. Jim Roy will provide Foster with that report after all the work is completed.

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

Richard Steve Hannah	\$30.00
James Foster	\$245.10
William Coffindaffer	\$422.16
Rebecca Jane Collins	\$613.44
Philip Osborne	\$ 92.64
William McClain	\$ 89.58
Larry Sponaugle	\$446.91
Randy Plaughter	\$ 375.66 totaling \$2,315.49

Total amount spent to date: \$13,011.76

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

Unfinished Business

Ag Enhancement Program:

James Foster reported on the following AgEP Payments:

- C. Jones, Lime, 48.83 tons, \$1,074.26
- M. Heckert, Lime, 68.48 tons, \$1,506.56
- W. Donaldson, Lime, 148.41 tons, \$3,253.58
- W. Cather, Lime, 146.80 tons, \$2,200.00
- D. Bonnett, Lime, 150 tons, \$3,300.00
- W. Ashcraft, Lime, 65.2 tons, \$1,236.40
- P. Bonnett, Lime, 72.10 tons, \$1,586.20
- W. Cather, NM, 20 ac, \$800.00
- W. Ashcraft, NM, 20 ac, \$800.00 *totaling \$15,757.00*

The report comes out of the AgEP committee and does not require a second.

There was an issue with effective neutralizing value of lime in an application that came through this payment cycle. The AgEP lime application at this time has nothing stated about the importance of effective neutralizing value, and percentage required of the lime to be used in the program, and how much tonnage per acre the cooperator needs to effectively treat the ground. Supervisors feel that the application needs to state that the cooperator may only use certified Agricultural lime. Supervisors feel that applicants that sign up for lime need to be educated about the lime program and why ENV is important. Education about ENV is critical. Supervisors would plan a meeting to get together to

address these issues and make recommendations to the State Conservation Committee. Possibly cooperators could call and get an analysis of the lime they plan to get it from submit the analysis to the office and then the technician can tell them how much lime they need to apply to effectively treat the ground before the lime is purchased.

New Business

Field Day 2016: Supervisors thought about having some type of education on the lime and fertilizer programs along with invasive species control. The chairman appointed Randy Plaughter, Phil Osborne, Jim Foster, Larry Sponaule, Steve Hannah, Jeff Griffith, and Bruce Loyd to serve on the Field Day 2016 committee and being the planning stages. The committee will report at a later date.

District Christmas Party: Supervisors will have a Christmas luncheon in December depending on the availability of the Quiet Dell UMC. Cheryl and Robin will look into the availability and report to the Board on a date that will work and coordinate the event.

Huntington Bank: Robin reported that when she went to request canceled checks she found that Huntington does not provide this service and they have a process called visual imaging. The visual imaging is a cd made monthly with the check images that can be sent to the District. The fee is \$28.00 per CD. Robin asked the Board what they would like for her to do. The chairman felt that Robin and Cheryl should look into moving the District's accounts to another bank that offers the canceled images with their bank statements. The chairman reported that with this check system the District had a bill for the lock box at Huntington. With the Agency requesting that the original Certificates of Deposit be kept at the office there was no reason to keep the lock box. **Collins made a motion to close the lock box and cancel the check for payment of the lockbox. Motion was seconded by Foster. Motion carried.** Robin and Cheryl would look into other banks and report at the next Board meeting.

FY15 Final Audit Draft/Payment: Robin reported on the changes that Dave Snowden had made to the final audit report and asked if supervisors had any questions. **Hannah made a motion to accept the final audit report. Motion seconded by McClain. Motion carried.**

AgEP Committee Mtg- Comments for SCC: Supervisors will have a meeting on Monday November 30th, 2015 at 9 a.m. at the USDA Service Center in Mt.Clare, WV. The meeting will be to talk about changes Supervisors would like to see to the AgEP program and their comments to be submitted to the SCC.

Board recess at 10:21am
Board back to session 10:31

Correspondence:

WV Dept. Ag. Plant industries Division
DEP WV Youth Environmental Program- Thank You
NPCD Fall Awards Banquet Invite
Dominion Transmission Supply Header Project
NRCS- Soil Health Strategy
USDA- WV Annual Bulletin

Funding Requests: A request from WVU Extension is here today. Supervisors made no action on the request.

Letters of Request: none at this time

SPRP/EWP Project: Jim Roy reported that the SPRP project at Mr. Stutler's farm is complete and Robin should be receiving an invoice shortly.

Board Member & Associate Supervisor Reports:

Jim Foster reported on his attendance to the quarterly meeting. Changes to the Conservation District law will not be submitted this year. Jim reported on a \$5,000.00 grant coming from the NRCS for assistance with a community garden. The garden needs to be established by April 2016. The Board would need to know more information about the grant before they made any action on it. If anyone received any further information about the grant report at the December Board meeting. Nicole Viars, and Jim Moore are the people to contact about the Grant.

Dinah reported on Anita Crance's retirement lunch given by her office staff. Anita had been a part of her district for 35 years, and she is looking forward to retirement.

Coffindaffer reported that the Farm Land Protection Board is to go before the Harrison County Commission again this Thursday with hopes of moving forward with establishing a Harrison County Farm Land Protection Board. Coffindaffer also reported that it is critical that an AgEP Technician is housed at the WFCD, with the future absence of NRCS Soil Conservationist.

Report of Cooperating Agencies:

NRCS: Jeff reported early as he had a site visit that needed to be made at 10:30. He reported on being busy with EQIP signups for 2016. Rex, who is Jeff's ACIS employee, will soon be wrapping up for the season. Jeff is working on AgEP water developments and making site visits. He is currently busy with performance planning and ratings. He reported that he is working with the state office as part of a subcommittee, along with Isaac Wolford, discussing revisions to prescribe grazing standards and grassland planning initiative. They had gotten away from this, and are hopeful to get the ball rolling again with this issue. Jeff reported that Jared Nestor, Soil Conservationist, will be moving to the Philippi office.

FSA: no one present to report

Forestry: Chuck reported on his replacement starting in mid-November.

WVU Extension: Bruce reported that on Wednesday the 11th of November there will be a tree ID workshop taking place, and there will be 3 pesticide application workshops taking place on the 17th, 18th, and 19th of November at the Mill. On December 4th and 5th, there will be the newly named Mountaineer Cattleman's College as part of a convention put on by WVU extension and the WV Cattleman's Association at Stonewall Resort. Bruce has the full schedule if anyone is interested in taking a look at it.

WVCA Report: Jim Roy reported on the Salem #14 dam, and the loggers are still operating away from the dam and are not harming the dam. Jim reported that the earthwork should be completed today for both Polk Creek and Salem Fork. Jim Roy reported on an erosion concern taking place on Polk Creek site #13. Foster commented that the erosion there is going to keep continuing to happen, and that possibly an engineer should take a look at the issue and come up with a design to permanently fix the issue so the landowners don't have to keep going through the same process of up keep. Jim Roy reported that the Agency is looking at January 6th or 7th for the Salem Fork Dam meeting. Jim would have more information at the next Board meeting.

Jeremy provided a paper report for the Supervisor's books today. He reported on the Conservation Farm winners, and the winners of the other awards at the quarterly meeting. The Agency's IT staff put together a presentation of a video/teleconference system availability for Conservation District's state wide. Brian is hopeful to have a 50/50 cost share on this type of capability if Conservation District Board's are interested in pursuing the system. The Chairman paused Jeremy on his report, and asked the Board if they were interested in this type of system. The Board has requested that Jeremy add the West Fork on his list of Districts to be signed up for video/teleconferencing capabilities. Jeremy went on to report that the Agency will be conducting a 4% budget cut in response to the Governor's request. This means that positions that become vacant may not be filled. The temporary split of Area Directors is now permanent. The DM position in Green Brier Valley CD, and the AgEP technician positions are not effected. January 20th, 2016 will be the date of Ag Day at the Capitol.

Robin reported that the earlier topics of the meeting covered what she needed to report on, and she reported on a great documentary the History channel had this weekend that covered the Dust Bowl.

WFCD Report:

Cheryl reported on wanting to set up an education committee meeting to discuss education programs to take place in 2016. The education committee will meet on December 7th, 2015 at the USDA Service Center in Mt. Clare at 10am. Cheryl reported that she will be more than happy to provide the first can of coffee for the Board to have at their meetings. She will inform the Board when the coffee gets low, and who will need to supply the next can of coffee.

Conservation Agreements: There is one conservation agreement present today.

David Stout, Harrison County, 83 acres.

Plaugher/ Sponaugle Motion carried to approve the Conservation Agreement.

Set Date of Next Meeting: The next meeting will be held on December 1st, 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 11:29 a.m.**